

Job Tracker / Costing

Track jobs, costs, and profitability for your business.

HOW TO USE

1. Go to the Job Tracker tab and enter your business name and year at the top.
2. For each job, enter the job number, client name, description, start and end dates, and the quoted value.
3. Enter the labour cost, materials cost, and any other costs. Total cost, gross profit, and margin calculate automatically.
4. Use the Status dropdown (Quoted / In progress / Completed / Invoiced / Cancelled) to track progress.
5. Use the Invoiced? column to flag when the invoice has been raised.
6. The band at the top shows your totals and overall margin at a glance.

CLEARING THE SAMPLE DATA

The blue cells contain example data. Select them and press Delete to start with your own jobs. The white cells are calculated and look after themselves.

REMOVING THE FOOTER CREDIT

A small OpenSheets credit prints in the page footer. You are welcome to keep it. To remove it, go to Page Layout, then Page Setup, then the Header/Footer tab.

NOTES

Blue cells are your inputs. White cells are calculated totals and formulas. Do not type over the white cells. The sheet is protected so only blue cells can be edited.

Free template from

[OpenSheets.co.uk](https://www.opensheets.co.uk)

Professional spreadsheet templates for UK small businesses.

Going digital for Making Tax Digital?

aligned.tax

MTD for Income Tax bridging and compliance for sole traders and landlords.

