

LABOR & MATERIAL COST JOB CARD USER GUIDE

Introduction

This simple Excel-based electronic job card records the tasks (and associated labor hours) and materials used in a typical production or maintenance workshop job. It differentiates between billable and non-billable hours. Billing values are also calculated either at a standard hourly rate or specific rate for the task. Materials used are recorded in units used and the associated cost is calculated. The cost of the material can be marked-up at a standard % or at a specific mark-up for individual materials. The total cost is calculated using the Labor and Materials subtotals and there is a facility to add tax. (See sample in page 4).

Features

The electronic job card template incorporates the following features:

- Records Job No., Customer Name, Dept., Serial No., Account No., Date, Standard Hourly Billing Rate, and Standard Material Mark-up Rate.
- Records up to 10 Labor Tasks and associated Activity Code.
- Time can be designated as billable (default) or non-billable.
- Standard billing rate used as default can be overridden by a special billing rate for any specific task.
- Billing values are calculated for all billable hours.
- Subtotals are calculated for Total Hours, Billable Hours and Billings Value.
- Records up to 10 Materials and associated Part No.
- Records units used for each Material and associated Unit Cost.
- The Actual cost is calculated by multiplying the no. of units by the unit cost.
- Standard mark-up rate, used as default, can be overridden by a special mark-up rate for any individual material item.
- The material charge is calculated using the cost and mark-up entered.
- Calculates and displays the Total Material Cost and Total Materials Charge.
- Total Job Charge is calculated by adding Labor and Materials Totals and a tax charge, if appropriate.
- Produces user-friendly print format or can be distributed electronically.
- Facilitates signature and approval signoff.

User Instructions (read in conjunction with sample on Page 4)

1. Enter **Job No.**
2. Enter the **Customer's Name, Department, Serial No.** and **Account No.**
3. Enter the relevant **Date**, default **Standard Material Mark-up Rate** and default **Standard Hourly Billing Rate**.
4. For each **Labor Task** associated with the **Job** (up to 10 can be entered) to be recorded the following details are entered:
 - **Labor Task Description**
 - **Activity Code**
 - **Hours** for the **Task**.
5. The format for the **Hours** is hours and minutes "**HH:MM**".

Note a colon ":" rather than a decimal point "." should be used between the **HH** and **MM** when entering times.
6. The **Hours** are designated as **Billable** or **Non-Billable**. The default is that the **Hours** are **Billable**. Thus, if the column is left blank, or has any entry other than "**N**", the hours will be assumed to be **Billable**.
7. The user has the option of entering a **Billing Rate** that is different to the **Standard Hourly Billing Rate** already entered (item 3 above). The **Billing Value** is calculated and displayed using the **Billing Rate** entered or, if no rate is entered, the **Standard Default Billing Rate**.
8. The **Total Hours, Total Billable Hours** and **Total Billings Value** are calculated and displayed.
9. For each **Material Item** associated with the **Job** (up to 10 can be entered) to be recorded the following details are entered:
 - **Material Description**
 - **Part No.**
 - **No. of Units**
 - **Unit Cost**.
10. The **Material Cost** (No. of Units by Unit Cost) is calculated and displayed.
11. The user has the option of entering a **Mark-up Rate** that is different to the **Standard Mark-up Rate** already entered (item 3 above). The **Material Charge** is calculated and displayed using the **Mark-up Rate** entered or, if no rate is entered, the **Standard Default Mark-up Rate**.
12. The **Total Material Cost** and **Total Material Charge** are calculated and displayed.
13. The **Total Job Charge** is calculated by adding Labor and Materials totals and a **tax charge**, if appropriate.

14. If appropriate, the completed **Job Card** can be printed and the hard copy can be signed and approved. Alternatively, the completed **Job Card** can be forwarded electronically as an email attachment.

— END —

Job Card

Job No

123456

Customer Name				Date		1-Jul-05	
Department				Standard Material Mark-up Rate		33.00%	
Serial No.		Account No.		Standard Hourly Billing Rate		\$60.00	
	Labour Tasks	Activity Code	Total Hours	Billable? No (N)	Billable Hours	Billing Rate	Billing Value
1	Test Loose Connections	ABC042	0:30		0:30	\$50.00	\$25.00
2	Run Diagnostics	DIAG01	1:15	N	0:00		\$0.00
3	Remove Power Supply	DOCM	3:20		3:20		\$200.00
4	Fit New Power Supply	TST1	4:20		4:20	\$75.00	\$325.00
5	Run Diagnostics	DIAG01	2:20		2:20		\$140.00
6	Clean Keyboard	PRES	0:20	N	0:00		\$0.00
7	Update all peripheral drivers	ANYL	1:30		1:30		\$90.00
8	Defrag all disc drives	DOCM	3:45		3:45	\$40.00	\$150.00
9					0:00		\$0.00
10					0:00		\$0.00
Labour Totals			17:20		15:45		\$930.00

	Materials	Part No.	No of Units	Unit Cost	Material Cost	Mark-up (%)	Material Charge
1	Power Supply	PW001	1.00	\$25.00	\$25.00	20.00%	\$30.00
2	Power Cord 250 Volt	PC003	2.00	\$10.00	\$20.00		\$26.60
3	Magnetic Media	MMA2B	3.00	\$5.00	\$15.00		\$19.95
4	Cleaning Materials	CLNA	1.00	\$15.00	\$15.00	50.00%	\$22.50
5	Sundry Items	SNDRY	1.00	\$25.00	\$25.00		\$33.25
6					\$0.00		\$0.00
7					\$0.00		\$0.00
8					\$0.00		\$0.00
9					\$0.00		\$0.00
10					\$0.00		\$0.00
Materials Totals					\$100.00		\$132.30

Signed _____

Approved _____

Total Labour	\$930.00
Total Materials	\$132.30
Tax	\$15.00
Total Charge	\$1,077.30