

Job sheet

Delegated by: _____ On the date of: _____

The Task

What is it? *Be clear, specific and to the point*

Completion Date	
Time allowed (in hours/days/week)	
Budget \$ Payment method Invoice Required? Billed to what name?	
Status update required by when? How? (e.g. phone, email, face to face) <i>Include the exact contact details</i>	
Skills required of the task recipient	
Troubleshooting – if problems arise, what’s the next course of action	
Password access codes required to complete the task	
Supporting document is attached - Yes/No <i>Specify what is attached</i>	