

[Your company name]

JOB COST SHEET

ABOUT THIS JOB

Job number	<i>[Your works order or job number]</i>	Quantity	
Customer and quotation		Costed by and date	
Part and drawing revision		Actuals from	<i>[Job cards, timesheets and supplier invoices]</i>

COSTS

Cost type	What	Est. qty	Unit	Rate	Estimate	Actual qty	Actual	Variance
Materials	<i>[Material and bought-in parts from the BOM, at today's prices]</i>		each					
Materials			each					
Materials			each					
Materials			each					
Labour	<i>[Hours on the job, at what an hour of that person costs you]</i>		h					
Labour			h					
Labour			h					
Machine time	<i>[Setup and run hours, at your machine rate]</i>		h					
Machine time			h					
Machine time			h					
Outside processes	<i>[Anodising, plating, heat treatment, at the supplier's price]</i>		lot					
Outside processes			lot					
Overheads	<i>[Machine or labour hours, at your overhead rate]</i>		h					
	Total cost				£		£	
	Margin (mark-up on cost)				£		£	
	Price				£		£	
	Price each				£			

Estimate is the estimate quantity times the rate. Actual uses the same rate: type over it if a price changed. Variance is actual minus estimate, so a positive figure means the job cost more than you estimated. The price is total cost plus your mark-up; divide it by the quantity for the unit price on your quote.

[Your company name]

OVERHEAD RATE

OVERHEADS FOR THE YEAR

Rent and business rates	£
Power, heat and water	£
Staff not booked to jobs: supervision, office, stores, quality	£
Insurance	£
Maintenance, small tools and consumables not charged to jobs	£
Machine finance, leases or depreciation	£
Everything else: vehicles, IT, professional fees	£
Total overheads for the year	£

HOURS BOOKED TO JOBS IN A YEAR

Machines (or people) booking time to jobs	<i>How many</i>
Hours a week each	<i>The hours they're available</i>
Working weeks a year	<i>After holidays and shutdowns</i>
Share of those hours booked to jobs	<i>Be honest: setup waits, breakdowns and quiet weeks</i>
Hours booked to jobs in a year	<i>hours</i>

OVERHEAD RATE

Overheads divided by hours	<i>£ per hour</i>
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Use the hours you actually book to jobs, not the hours the machines are switched on. Work the rate out again when your overheads or your workload change.