

Job Pack (Template)

One place for scope, schedule, contacts, site rules, and key documents.

Job overview

Job name / reference	Customer / company	Site address	Start date	Target completion
Project manager / lead	Customer contact	Phone	Email	

Scope summary (plain English)

Key inclusions

Included	Notes / assumptions

Exclusions / customer-supplied items

Excluded / by others	Notes

Site rules + access

Site induction required?	Access times	Parking / access notes	Safety / PPE required

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Programme / schedule (high level)

Milestone	Target date	Owner	Notes

Documents checklist (attach or link)

- Quote / scope of work
- Plans / drawings (if any)
- Material list / purchase orders
- Site induction / permits
- Variation forms (as they occur)
- Handover pack / warranties (at completion)