

Instructions for Completing the Schedule of Uncompleted Work

Description of Job and Location:	Enter a short description and location of the project
Your Contract with (Name/Location):	Name of the company you are contracted with (i.e., general contractor if you are a sub or Owner if you are the GC)
Start Date:	Date you started or are scheduled to start the project
Complete Date:	Project completion date
Bonded?:	Enter a Y for Yes or an N for No
Contract Price:	Enter your contracted dollar amount
Change Orders:	Enter the dollar amount of any change orders
Total Contract Price:	Sum of Contract Price and Change Orders (calculated for you)
Estimated Profit:	Enter your estimated profit in dollars
Your Cost (contract price less est. profit):	Total Contract Price less Estimated Profit (calculated for you)
Billed to Date:	Dollar amount that you have billed to date
Total Cost to Date:	Enter your costs to date in dollars
Estimate of Your Remaining Costs:	Your Cost less Total Cost to Date (calculated for you)