The Honey Do Service, Inc.

Date: _____

Craftsman: _____

Foreman Checklist

Linda Cordel
428 Mt. Area Dr
Bristol TN 37620
423-366-4495

Estimator: JJ

Insurance claim

Before Production:	Yes / No	After Completion:	Yes / No
Where picture provided?		Did I inspect quality of work?	
Where all materials on material list?		Is homeowner happy?	
Did I call in materials to vendor?		Are all HDSI tools returned?	
Did I get what I ordered?		Is trash collected from job site?	
Where materials gathered in advance?		Did I collect excess materials?	
Was job discussed at production meeting?		Extra materials returned to vendor?	
Did I understand project from wording?		Was final payment collected?	
Materials & ppwk delivered in advance?		Did I make the material budget?	
Did I give clear directions to craftsman?		Did I make the labor budget?	
Where any HDSI tool issued?		Is all paperwork turned into office?	
Notes / Explanation:			