

Work in Progress Schedule



Company Name:

Schedule of Uncompleted Work as of:

Instructions for each column are included on page 2. If you have specific questions, please contact a CBI representative at 703.934.1000.

Description of Job and Location	Your Contract with (Name/Location)	Start Date	Complete Date	Bonded? (Y or N)	Contract Price	Change Orders	Total Contract Price	Estimated Profit	Your Cost (Contract Price Less Est Profit)	Billed to Date	Total Cost to Date	Est. of Your Remaining Costs to Complete This Project
TOTAL												

Signed by:

Title:

Date:

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)