DAILY PROGRESS REPORT TEMPLATE

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PROJECT DETAILS

PROJECT NAME	JOB NUMBER	CONTRACTOR NAME
SUPERINTENDENT NAME	DATE	WEATHER AND TEMPERATURE
TODAY'S OVERALL PROGRESS		
Describe today's overall progress. Utilize Sketches/Diagrams, correction notice(s), delays and	causes, change recomn	nendations, etc.

WORKERS PRESENT ON SITE	WORK COMPLETED	EQUIPMENT USED	PROGRESS DETAILS

ESTIMATED QUANTITIES

TASK LOCATION	DESCRIPTION OF WORK	ITEM #	TODAY'S TOTAL	OVERALL TOTAL

PREPARER NAME AND TITLE		PREPARER SIGNATURE	DATE	
DUITONAL KLIVIAKKS				
DDITIONAL REMARKS				

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