CONTRACTORS COLLECT

Weekly Contractor Planner

Week of _____

Jobs & crew

Job or customer	Crew or lead	When	Work to complete

Estimate follow-ups

Prospect or job	Follow up on	Next action

Money due

Customer or invoice	Amount due ($)	Due date	Next action

Weekday plan

Write the priority, appointment, or supply run for each day.

Monday _____

_____

Tuesday _____

_____

Wednesday _____

_____

Thursday _____

_____

Friday _____

_____