[Your Business Name]
[Street Address]
[City, State ZIP]
[Phone] · [Email]
[Website]
License #: [License Number]

PUNCH LIST

Project #	[Job Number]
Walkthrough	[MM/DD/YYYY]
Walked by	[Names]
Complete by	[MM/DD/YYYY]

CUSTOMER / OWNER

[Customer Name]
[Mailing Address], [City, State ZIP]
[Phone] · [Email]

PROJECT

[Project name, e.g. Kitchen and bath remodel]
[Job Site Address], [City, State ZIP]
Contract date: [MM/DD/YYYY] · PM: [Name]

PRIORITY AND STATUS KEY

Priority: A = safety, code or blocks use of the space · B = fix before final payment · C = cosmetic
Status: Open · In progress · Done (date) · Disputed (note why). Items added after the walkthrough get the next number and the date added.

#	Location / room	Description	Assigned to	Priority	Due	Status
1	[Kitchen]	[e.g. Cabinet door left of sink rubs; adjust hinge]	[Carpenter]	[B]	[MM/DD]	[Open]
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						

SIGN-OFF

All items on this punch list have been completed and checked. The warranty terms in the contract still apply. [Note any items both parties agree to leave open.]

Customer / owner signature (items complete) _____ Date _____ Contractor signature _____ Date _____

[Your Business Name]
[Street Address]
[City, State ZIP]
[Phone] · [Email]
[Website]
License #: [License Number]

PUNCH LIST (CONT.)

Project #	[Job Number]
Customer	[Customer Name]
Page	[2] of [2]
Walkthrough	[MM/DD/YYYY]

#	Location / room	Description	Assigned to	Priority	Due	Status
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
29						
30						
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36						
37						

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