



SpreadWiseCoTM

Spreadsheets Reimagined

JOB ESTIMATES & REVENUE

5.3 - 10/24/2025

INTERACTIVE PDF
GUIDE



BUILT WITH MICROSOFT EXCEL

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PRODUCT FEATURES

SUPPORTS 100 JOBS IN ONE DASHBOARD



- ✓ COMPLETE **JOB COST MANAGEMENT** SYSTEM
- ✓ AUTOMATED **JOB PLANNING** CALENDAR
- ✓ 12-MONTH BUSINESS PERFORMANCE **METRICS**
- ✓ AUTOMATED **HOURLY LABOR RATE** CALCULATION
- ✓ PROFESSIONAL CUSTOMER **ESTIMATES & INVOICES**
- ✓ **PROFIT OPTIMIZATION &** BUSINESS GROWTH TOOLS
- ✓ COMPREHENSIVE **JOB STATUS & WORKFLOW** TRACKING



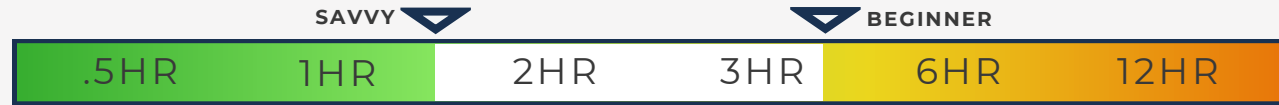
- ✓ BUILT IN **GUIDANCE NOTES**
- ✓ FOUR INTEGRATED CURRENCIES (**USD, EUR, GBP, CAD**)



LEARNING CURVE & GUARANTEE

LEARNING CURVE

THIS DASHBOARD'S
ESTIMATED LEARNING
CURVE & SETUP TIME



TOOLS TO HELP



INTERACTIVE PDF
INSTRUCTION GUIDE



DETAILED PRODUCT
TUTORIALS



SpreadWiseCo **LEARN**

MICRO-TUTORIALS FOR STANDARD
FEATURES AND FUNCTIONS



OUR GUARANTEE



LOVE IT OR REQUEST A
REFUND. PERIOD.



COMPATIBILITY

SOFTWARE APPLICATION

MICROSOFT EXCEL



GOOGLE SHEETS



APPLE NUMBERS



OPERATING
SYSTEMS



MICROSOFT
WINDOWS



MAC OS PRODUCT WAS BUILT WITH
MS EXCEL 365 FOR MAC

DESKTOP OR
LAPTOP



RECOMMENDED: OUR PRODUCTS ARE OPTIMIZED
FOR DESKTOP / LAPTOP USE

MOBILE



MICROSOFT 365
SHAREPOINT / ONE DRIVE



PHONE OR TABLET
WITH EXCEL APP

- SOME FONTS MAY SHOW UP DIFFERENTLY
- BUILT IN GUIDE NOTES
 - LOSE SOME OF THEIR FORMATTING THAT HELPS EMPHASIZE KEY POINTS
 - NOTE BOXES MAY LOOK SMALL, AND HARD TO READ WITHOUT ZOOMING IN
- SOME CELL TEXT MAY APPEAR TO NOT FIT THE CELL WIDTH



FILES & TABS

FILES



MS EXCEL
WORKBOOK



PRODUCT PDF GUIDE

WORKBOOK TABS



SUPPLIER LIST



JOB TABS (*X2)



MATERIAL LIST



AUTOMATED ESTIMATE &
INVOICE



HOURLY LABOR RATE



AUTOMATED CALENDAR



BUSINESS OVERHEAD



PERFORMANCE DASHBOARD



JOB & CUSTOMER LIST
SUMMARY

****Includes (2) job tabs.**
By simply making a
copy of the tab, you
can add up to **(100)**.

Enjoy Your Dashboard!



SPREADWISECO LEARN

MICRO TUTORIALS FOR FAQ

CLICK THE LOGOs TO WATCH OUR SHORT TUTORIALS



Using the Provided Passcode to Unlock Tabs In Your Dashboard



Edit Your Tab Names Without Impacting Workbook Function



Correcting "####" & Other Text Visibility With Column Width Adjustments



Adding Tabs That Will Link to Your Data Table & Dashboard



Using the Signature Link Feature to Link & Unlink Tabs In Your Workbook



See Our Other
Tutorials



QUICK NOTES ABOUT THIS GUIDE

GUIDE TEXT BOXES

NEED TO
KNOW

NICE TO
KNOW

FOR THOSE READY TO JUMP IN QUICKLY



YOU CAN SKIP
AND COME BACK



DON'T SKIP!

PASSWORD

- THE FILE PASSWORD IS INCLUDED IN THE FIRST TAB OF YOUR WORKBOOK.
- USE WITH DISCRETION. FORMULAS AND SETUPS CAN BE EXTREMELY COMPLEX, EVEN FOR THE MOST SAVVY SPREADSHEET USERS.

INTERACTIVE TOOL BAR

WEBSITE

YOUTUBE
CHANNEL

ETSY
SHOP

SPREADWISECO
LEARN

TABLE OF
CONTENTS

PAGE SKIP / DON'T
SKIP FLAG
(SEE ABOVE)

LINKS

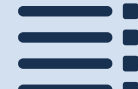
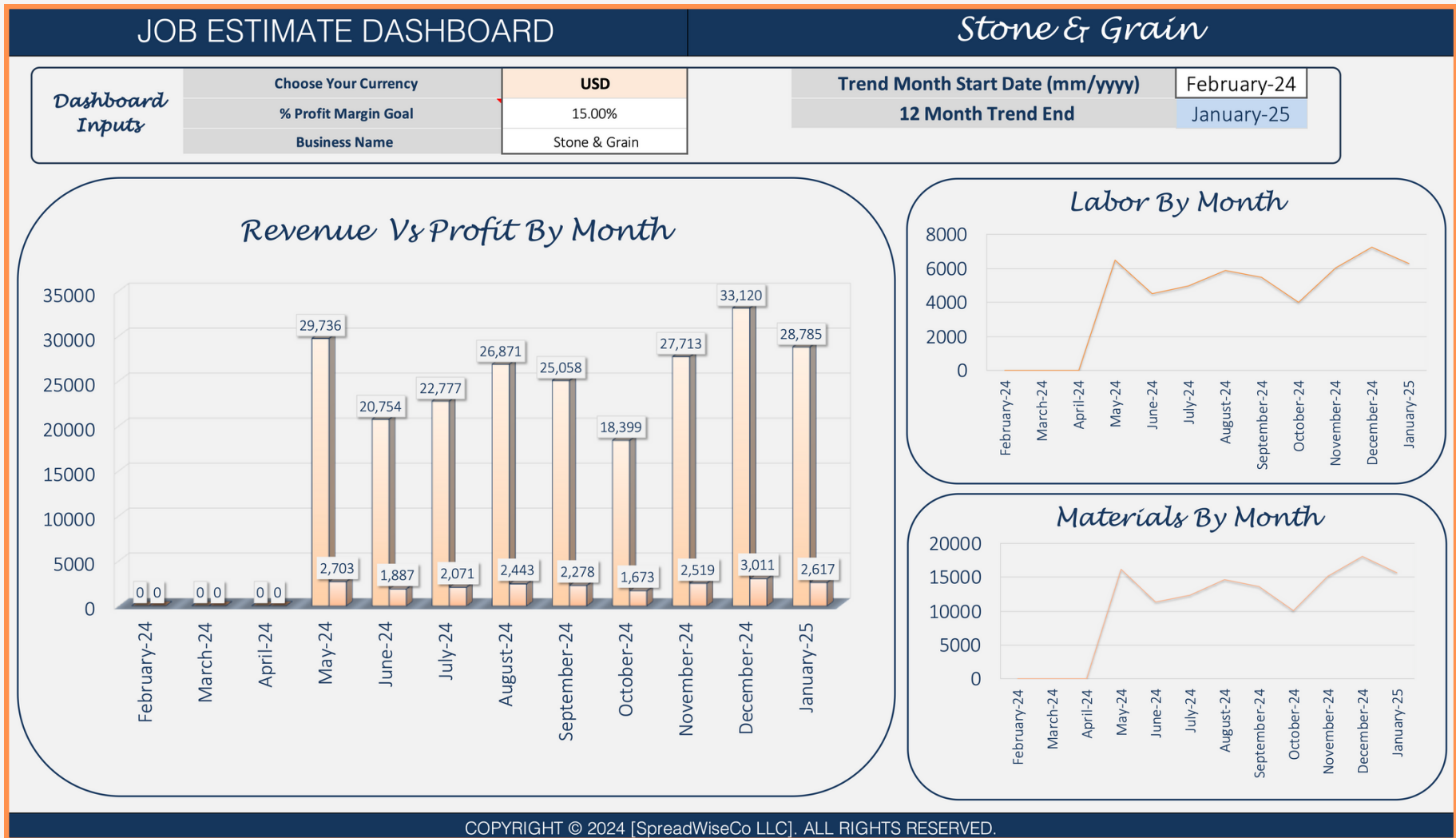


LEARN



DSK

THIS JOURNEY BEGINS WITH THE DASHBOARD



- SELECT YOUR CURRENCY. THIS SETS THE CURRENCY SELECTION FOR ALL TABS
- SET YOUR % PROFIT GOAL ACROSS ALL JOBS. (YOU CAN CHANGE THIS AT ANY TIME)
- ADD YOUR BUSINESS NAME! THIS WILL POPULATE YOUR BUSINESS NAME THROUGHOUT THE WORKBOOK



- YOU CAN LIST UP TO 30
- THIS LIST TURNS INTO A DROP DOWN SELECTION WITHIN THE JOB TABS, AND MATERIALS SUMMARY TAB.

BUSINESS VENDOR & SUPPLIER LIST

This list becomes a drop down selection within the job

[illegible]

JOB NAME

[illegible]

MATERIAL LIST SUMMARY

DROP DOWN
SELECTION MENU
BASED ON YOUR
VENDOR / SUPPLIER
LIST

THE MATERIAL SUMMARY TAB IS
USED TO SET UP A STANDARD
LIST OF MATERIALS YOU WILL BE
USING WITHIN YOUR JOBS. THE
LIST BECOMES A DROP DOWN
MENU WITHIN THE JOB TABS.
(SHOWN ON NEXT PAGE)

FOR EVERY MATERIAL, YOU'LL LIST:

- TYPE OF UNITS YOU BUY THE MATERIAL IN
- TYPICAL PURCHASE QUANTITY
- TOTAL COST

THEN THE TABLE PROVIDES A COST-PER-UNIT,
WHICH AUTO PULLS INTO YOUR JOB TABS
WHEN YOU SELECT A MATERIAL.

MATERIAL SUMMARY

Stone & Grain

USD

#	Vendor / Supplier	Material Inventory List	Units	Typical Receive Quantity	Cost	Cost Per Quantity
1	Jefferson's Lumber	Plywood - White Birch	Sheet	10	\$ 800.00	\$ 80.00
2	Lowe's	Stain	Can	1	\$ 22.00	\$ 22.00
3	Lowe's	Polyurethane	Can	1	\$ 35.00	\$ 35.00
4	Granite Shop	8x4 Granite Sheet	Slab	1	\$ 480.00	\$ 480.00
5	Jefferson's Lumber	2x4 spruce	Board	20	\$ 120.00	\$ 6.00
6					\$ -	
7					\$ -	
8					\$ -	
9					\$ -	
10					\$ -	
11					\$ -	
12					\$ -	



MATERIAL SUMMARY

YOUR MATERIAL LIST BECOMES
A DROP DOWN MENU WITHIN
THE JOB TABS.

Vendor / Supplier

Material Inventory List

Jefferson's Lumber

Plywood - White Birch

Lowe's

Lowe's

Granite Shop

Jefferson's Lumber

Customer Name

Sean

Customer Phone

803-455-4521

Customer Address

South Carolina

Customer Email Address

seanb@spreadwiseco.com

Job Price Summary

Base Costs Price	\$	1,352.93
With Profit Margin	\$	1,543.71
Profit Goal %		15.0%

Time & Labor

Hourly Labor Rate	\$	50.00
Hours Required		8.00
Labor Total	\$	400.00

Material Markup %

15.0%

Item

Total

Materials	\$	811.00
Material Tax Rate		10.0%
Material Tax	\$	81.10
Material Mark Up	\$	121.65
Overhead	\$	60.83
Labor	\$	400.00
Profit %	\$	69.13
Job Price	\$	1,543.71

USD

Target Due Date (mm/dd/yyyy)

5/10/24

Actual Price Customer Charged

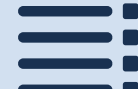
\$ 1,540.00

Job Complete (mm/dd/yyyy)

5/12/24

Job Material Cost Breakdown

Supplier	Item	Unit	Count	Unit Cost	Total Cost
Jefferson's Lumber	Plywood - White Birch	Sheet	8.00	\$ 80.00	\$ 640.00
Lowe's	Stain	Can	3.00	\$ 22.00	\$ 66.00
Lowe's	Polyurethane	Can	3.00	\$ 35.00	\$ 105.00



1.) LIST ANY VARIABLE OVERHEAD ITEMS THAT YOUR BUSINESS CARRIES

*THESE ITEMS ARE TURNED INTO A TOTAL ANNUALIZED COST, AND THEN ALLOCATED TO EACH JOB TO ENSURE YOU COVER YOUR TOTAL BUSINESS COSTS.

3.) ADD AN ESTIMATED JOB COUNT FOR THE YEAR.

FROM THIS, YOU'LL GET A 'PER JOB' ALLOCATION FOR YOUR TOTAL OVERHEAD COSTS

2.) FOR EACH OVERHEAD ITEM, INCLUDE:

- TOTAL TIMES YOU PAY FOR THAT OVERHEAD EACH YEAR.
- TOTAL COST EACH TIME YOU PAY.

BUSINESS OVERHEAD

Total Annual Estimated Jobs

48

Overhead Allocation Per Job

\$ 60.83

USD

BUSINESS OVERHEAD BREAKDOWN

Item	Paid "X" Times / Yr	Paid Amount	Annualized
Shop Electricity	12	\$ 85.00	\$ 1,020.00
Tools & Equipment	12	\$ 150.00	\$ 1,800.00
Business Licensing	2	\$ 50.00	\$ 100.00
		\$ -	\$ -
		\$ -	\$ -



1.) LIST ALL OF YOUR LABOR COSTS TO RUN YOUR BUSINESS.

*THE TABLE IS INTENDED TO BE SIMPLE, AND DOES NOT NEED TO BE A PERFECT ACCOUNT OF YOUR LABOR COSTS.

*THIS TABLE DETERMINES AN ADEQUATE RATE PER MAN HOUR CHARGE TO COVER YOUR COSTS.

2.) FOR EACH ROLE/JOB, INCLUDE:

- HOURLY RATE.
- ANNUAL HOURS

HOURLY LABOR DETERMINATION

Rate Per Man Hour	\$	24.00	USD
Role, Job	Hourly Rate	Annual Hours	Annualized Cost
Installer	\$ 21.00	1900	\$ 39,900.00
Shop Manager	\$ 27.00	1900	\$ 51,300.00
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -
	\$ -		\$ -



2) SET THE JOB STATUS (THIS WILL GENERALLY BE "ESTIMATE" WHEN CREATING A NEW JOB)

- ESTIMATE = PROVIDING A CUSTOMER ESTIMATE
- SCHEDULE = WORK HAS BEEN SCHEDULED
- INVOICED = WORK IS COMPLETE AND CUSTOMER HAS BEEN INVOICED
- COMPLETE = JOB HAS BEEN PAID IN FULL

1.) SET THE JOB NAME

JOB NAME

Large Granite Table

Job Status	COMPLETE	Job Name	Large Granite Table
Customer Name	Sean	Customer Phone	803-455-4521
Customer Address	South Carolina	Customer Email Address	seanb@spreadwiseco.com

Job Price Summary

Base Costs Price	\$	1,352.93
With Profit Margin	\$	1,543.71
Profit Goal %		15.0%

Time & Labor

Hourly Labor Rate	\$	50.00
Hours Required		8.00
Labor Total	\$	400.00

Material Markup % 15.0%

Item	Total
Materials	\$ 811.00
Material Tax Rate	10.0%
Material Tax	\$ 81.10
Material Mark Up	\$ 121.65
Overhead	\$ 60.83
Labor	\$ 400.00
Profit %	\$ 69.13
Job Price	\$ 1,543.71

USD

Target Due Date (mm/dd/yyyy) 5/10/24

Actual Price Customer Charged \$ 1,540.00

Job Complete (mm/dd/yyyy) 5/12/24

3) FILL OUT THE CUSTOMER INFORMATION

JOB NAME

Large Granite Table

Job Status

COMPLETE

Job Name

Large Granite Table

Customer Name

Sean

Customer Phone

803-455-4521

Customer Address

South Carolina

Customer Email Address

seanb@spreadwiseco.com

Job Price Summary

Base Costs Price	\$	1,352.93
With Profit Margin	\$	1,543.71
Profit Goal %		15.0%

Time & Labor

Hourly Labor Rate	\$	50.00
Hours Required		8.00
Labor Total	\$	400.00

Material Markup % 15.0%

Item

Total

Materials	\$	811.00
Material Tax Rate		10.0%
Material Tax	\$	81.10
Material Mark Up	\$	121.65
Overhead	\$	60.83
Labor	\$	400.00
Profit %	\$	69.13
Job Price	\$	1,543.71

USD

Target Due Date (mm/dd/yyyy) 5/10/24

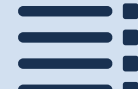
Actual Price Customer Charged \$ 1,540.00

Job Complete (mm/dd/yyyy) 5/12/24

LINKS



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4.) LIST THE TOTAL ESTIMATED MAN HOURS NEEDED TO COMPLETE THE JOB

EXAMPLE:

4 PEOPLE X 4 HRS = 16 MAN HOURS.

5.) ADD IN YOUR MATERIAL MARKUP & MATERIAL TAX RATE

JOB NAME

Large Granite Table

Job Status

COMPLETE

Job Name

Large Granite Table

Customer Name

Sean

Customer Phone

803-455-4521

Customer Address

South Carolina

Customer Email Address

seanb@spreadwiseco.com

Job Price Summary

Base Costs Price	\$	1,352.93
With Profit Margin	\$	1,543.71
Profit Goal %		15.0%

Time & Labor

Hourly Labor Rate	\$	50.00
Hours Required		8.00
Labor Total	\$	400.00

Material Markup % 15.0%

Item Total

Materials	\$	811.00
Material Tax Rate		10.0%
Material Tax	\$	81.10
Material Mark Up	\$	121.65
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Labor	\$	400.00
Profit %	\$	69.13
Job Price	\$	1,543.71

USD

Target Due Date (mm/dd/yyyy) 5/10/24

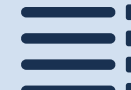
Actual Price Customer Charged \$ 1,540.00

Job Complete (mm/dd/yyyy) 5/12/24

LINKS



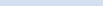
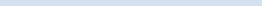
LEARN



DSK

7.) FOR EACH MATERIAL, NOTE HOW MANY WILL BE NEEDED. THE UNIT COST AND TOTAL COST WILL AUTO POPULATE.

[LINKS](#)




JOB TABS (CONTINUED)

YOU'LL BE PROVIDED TWO PRICES.

- BASE COSTS = ALL COSTS COVERED.
- PROFIT PRICE = BASE COSTS + PROFIT MARGIN GOAL

THE JOB TAB WILL AUTO POPULATE TOTAL MATERIAL, OVERHEAD, LABOR, AND PROFIT MARGIN COSTS, PROVIDING YOU WITH THE BEST PRICE TO CHARGE.

JOB NAME		<i>Large Granite Table</i>																			
Job Status	COMPLETE	Job Name	Large Granite Table																		
Customer Name	Sean	Customer Phone	803-455-4521																		
Customer Address	South Carolina	Customer Email Address	seanb@spreadwiseco.com																		
Job Price Summary		<table border="1"> <thead> <tr> <th>Item</th> <th>Total</th> </tr> </thead> <tbody> <tr> <td>Materials</td> <td>\$ 811.00</td> </tr> <tr> <td>Material Tax Rate</td> <td>10.0%</td> </tr> <tr> <td>Material Tax</td> <td>\$ 81.10</td> </tr> <tr> <td>Material Mark Up</td> <td>\$ 121.65</td> </tr> <tr> <td>Overhead</td> <td>\$ 60.83</td> </tr> <tr> <td>Labor</td> <td>\$ 400.00</td> </tr> <tr> <td>Profit %</td> <td>\$ 69.13</td> </tr> <tr> <td>Job Price</td> <td>\$ 1,543.71</td> </tr> </tbody> </table>		Item	Total	Materials	\$ 811.00	Material Tax Rate	10.0%	Material Tax	\$ 81.10	Material Mark Up	\$ 121.65	Overhead	\$ 60.83	Labor	\$ 400.00	Profit %	\$ 69.13	Job Price	\$ 1,543.71
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Profit Goal %	15.0%																				
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Target Due Date (mm/dd/yyyy)	5/10/24																				
Actual Price Customer Charged	\$ 1,540.00																				
Job Complete (mm/dd/yyyy)	5/12/24																				



JOB TABS (CONTINUED)

8.) WHEN YOU'RE READY TO SCHEDULE THE JOB, ADD IN THE DUE DATE, AND UPDATE THE STATUS TO "SCHEDULED"

9.) WHEN THE JOB IS COMPLETE, ADD IN THE JOB COMPLETE DATE

10.) WHEN THE JOB IS COMPLETE, UPDATE ANY MATERIAL USAGE AND LABOR HOURS.

THIS ALLOWS YOU TO SEND AN ACCURATE AND FINAL INVOICE TO THE CUSTOMER.

Customer Email Address		seanb@spreadwiseco.com
Item	Total	
Materials	\$	811.00
Material Tax Rate		10.0%
Material Tax	\$	81.10
Material Mark Up	\$	121.65
Overhead	\$	60.83
Labor	\$	400.00
Profit %	\$	69.13
Job Price	\$	1,543.71
Target Due Date (mm/dd/yyyy)		5/10/24
Actual Price Customer Charged	\$	1,540.00
Job Complete (mm/dd/yyyy)		5/12/24



11.) ONCE THE CUSTOMER HAS BEEN INVOICED, UPDATE THE ACTUAL PRICE THE CUSTOMER WAS CHARGED

- THE TARGET DUE DATE IS USED TO POPULATE THE JOB CALENDAR
- THE COMPLETE DATE AND THE ACTUAL CHARGE PRICE ARE USED TO POPULATE YOUR DASHBOARD WITH YOUR PROFIT & REVENUE BY MONTH

JOB NAME

Large Granite Table

Job Status	COMPLETE	Job Name	Large Granite Table
Customer Name	Sean	Customer Phone	803-455-4521
Customer Address	South Carolina	Customer Email Address	seanb@spreadwiseco.com

Job Price Summary	
Base Costs Price	\$ 1,352.93
With Profit Margin	\$ 1,543.71
Profit Goal %	15.0%

Time & Labor	
Hourly Labor Rate	\$ 50.00
Hours Required	8.00
Labor Total	\$ 400.00
Material Markup %	15.0%

Item	Total
Materials	\$ 811.00
Material Tax Rate	10.0%
Material Tax	\$ 81.10
Material Mark Up	\$ 121.65
Overhead	\$ 60.83
Labor	\$ 400.00
Profit %	\$ 69.13
Job Price	\$ 1,543.71

Target Due Date (mm/dd/yyyy)	5/10/24
Actual Price Customer Charged	\$ 1,540.00
Job Complete (mm/dd/yyyy)	5/12/24

THE INVOICE TAB WILL EITHER SHOW AS "ESTIMATE" OR "INVOICE" BASED ON THE JOB STATUS

[illegible]

THE JOB TABS ARE FOR YOU.
THIS IS THE TAB TO SHARE WITH
YOUR CUSTOMER.

Stone & Grain

THE JOB LIST HAS BUILT IN STATUS TRACKING, WITH VISUAL CUES TO QUICKLY SEE THE STATUS OF ANY JOB IN YOUR DASHBOARD

THE ENTIRE JOB LIST TABLE IS 100% AUTOMATIC. IT IS A QUICK REFERENCE FOR THINGS LIKE:

- JOB LOOKUP
- CUSTOMER LOOKUP
- JOB STATUS

JOB & CUSTOMER LIST SUMMARY

Stone & Grain

USD

ESTIMATE

GENERATING AN ESTIMATE FOR THE CUSTOMER INQUIRY

SCHEDULED

CUSTOMER HAS AGREED TO THE WORK, AND IT'S BEEN SCHEDULED

INVOICED

WORK HAS BEEN COMPLETED, AND FINAL INVOICE SENT TO CUSTOMER

COMPLETE

CUSTOMER HAS PAID IN FULL

JobTab	Job Name	Job Status	Customer Name	Customer Email	Base Cost Price	Actual Sale Price	Net Profit	Total Material	
J1	Large Granite Table	COMPLETE	Sean	seanb@spreadwiseco.com	\$ 1,352.93	\$ 1,540.00	\$ 187.07	\$ 811.00	\$
J2	Small Granite Table	SCHEDULED	Sean	seanb@spreadwiseco.com	\$ 1,352.93	Update Job Tab		\$ 811.00	\$
J3	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab		Add Job Tab	
J4	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab		Add Job Tab	
J5	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab		Add Job Tab	
J6	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab		Add Job Tab	
J7	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab		Add Job Tab	
J8	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab		Add Job Tab	
J9	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab		Add Job Tab	
J10	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab		Add Job Tab	
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J14	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab		Add Job Tab	
J15	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab		Add Job Tab	
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J20	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab		Add Job Tab	
J21	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab		Add Job Tab	
J22	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab	Add Job Tab		Add Job Tab	



REVENUE DASHBOARD

YOUR DASHBOARD WILL PROVIDE 12 MONTH TRENDS FOR YOUR BUSINESS PERFORMANCE BY MONTH. JUST SELECT A START DATE!

JOB ESTIMATE DASHBOARD

Stone & Grain

Dashboard
Inputs

Choose Your Currency

USD

% Profit Margin Goal

15.00%

Business Name

Stone & Grain

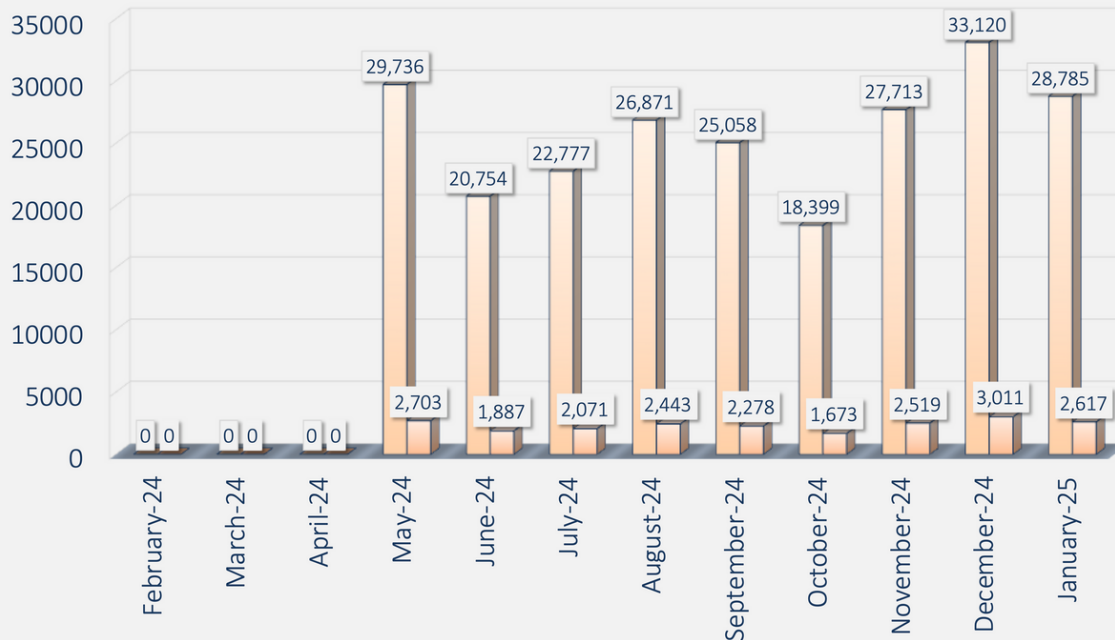
Trend Month Start Date (mm/yyyy)

February-24

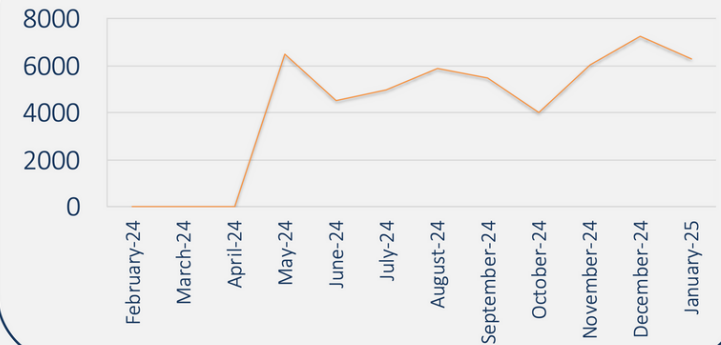
12 Month Trend End

January-25

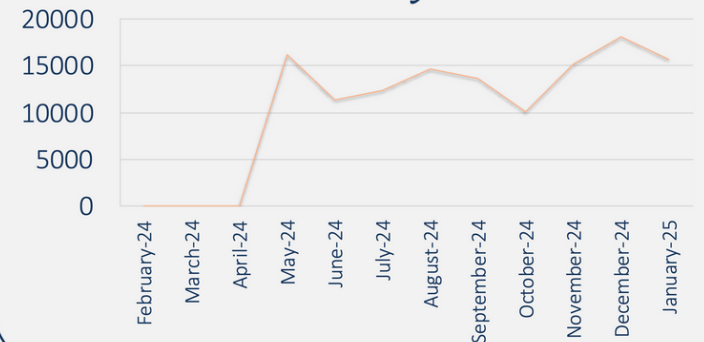
Revenue Vs Profit By Month



Labor By Month



Materials By Month

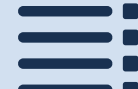


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LINKS



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DSK

JOB CALENDAR

- SELECT THE CALENDAR MONTH AND YEAR, AND THE CALENDAR WILL TAKE CARE OF THE REST.
- PRINT FOR ON THE GO JOB PLANNING

THESE ARE THE UPCOMING JOBS FROM THE MONTH SELECTED, AND FORWARD

JOB CALENDAR

MAY 2024

CALENDAR YEAR

2024

CALENDAR MONTH

MAY

	SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
				01	02	03	04
1							
2							
3							
	05	06	07	08	09	10 <i>Sean</i>	11
1							
2							
3							
	12	13	14	15	16	17	18 <i>Sean</i>
1							
2							
3							
	19	20	21	22	23	24	25
1							
2							
3							
	26	27	28	29	30	31	
1							
2							
3							
1							
2							
3							

UPCOMING JOB DATES

#	Date	Customer	Day
1	5/10/24	Sean	10
2	5/18/24	Sean	18
3			
4			
5			
6			
7			
8			
9			
10			
11			
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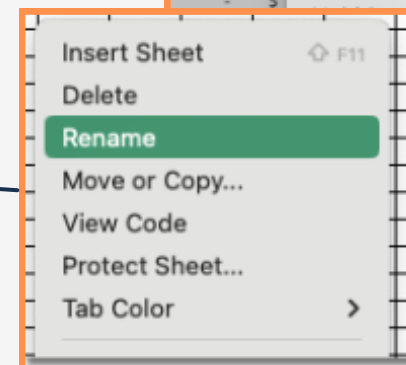
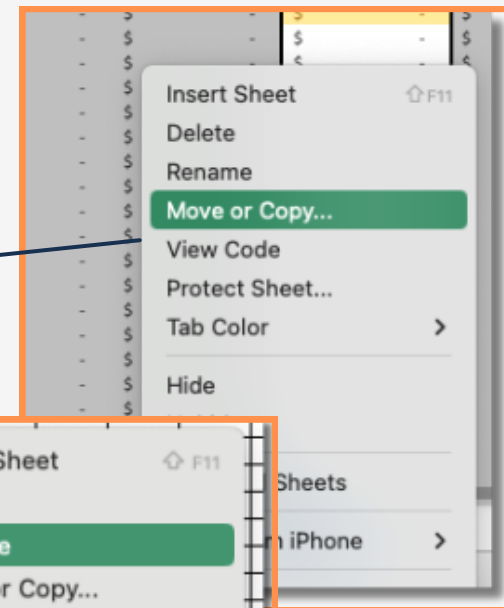
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1.) RIGHT CLICK ON THE TEMPLATE & MAKE A COPY, OR HOWEVER MANY COPIES YOU NEED.

2.) RIGHT CLICK ON THE NEW TAB TO CHANGE THE NAME OF THE TAB.



3.) SET THE TAB NAME TO MATCH THE NEXT SEQUENTIAL JOB TAB NUMBER FROM THE JOB SUMMARY TABLE EXACTLY.

- ONCE THE TAB IS ADDED AND RENAMED, IT WILL AUTO-LINK TO YOUR JOB LIST AND THE OTHER TABS

JobTab	Job Name
J1	Large Granite Table
J2	Small Granite Table
J3	Add Job Tab
J4	Add Job Tab
J5	Add Job Tab
J6	Add Job Tab
J7	Add Job Tab

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