SAMPLE REPORT · FIELDS TO COMPLETE

Site visit report

Villa Estrelle | 10 July

PRESENT	DOCUMENTS REVIEWED
The builder	[Plans, quote, invoice to be specified]

At the time of the visit, flooring, wall plaster and suspended ceilings are in progress. The final report locates each observation with a photograph and states what needs clarification before payment.

SITE PHOTOGRAPH
to be inserted here

Flooring

Observation: installation in progress. [Areas to specify.]

To check: joints and junctions at walls and thresholds.

Next step: [specific item, responsible party, deadline].

SITE PHOTOGRAPH
to be inserted here

Wall plaster

Observation: application in progress. [Areas to specify.]

To check after drying: finish and any areas needing rework.

Next step: [specific item, responsible party, deadline].

SITE PHOTOGRAPH
to be inserted here

Suspended ceilings

Observation: work in progress. [Areas to specify.]

To check before closure: access and planned fittings.

Next step: [specific item, responsible party, deadline].

What the owner can decide

The report compares visible work with the documents supplied. A payment request is assessed only after the invoice has been compared with the quote and the progress observed.

Invoice and progress

Invoice or progress claim reviewed: [reference, date and amount]

ITEM	VISIBLE PROGRESS	BEFORE PAYMENT
Flooring	Installation in progress	[Compare with the quote] [and the invoice received]
Wall plaster	Application in progress	[Compare with the quote] [and the invoice received]
Ceilings	Work in progress	[Compare with the quote] [and the invoice received]

Payment assessment

[To complete after reviewing the invoice: amount consistent with visible progress, supporting document to request, or further verification needed.]

Next actions

Builder	Reply in writing to the items raised by [date].
Owner	Provide [missing document], if required.
Next visit	Inspect plaster after drying and ceilings before closure.

This document is a sample layout. Photographs, measurements, locations, discrepancies and amounts must be completed using an actual visit and the project documents.