

Timothy J. Kent Landscape Lawn and Tree Service  
 Mass. Certified Arborist  
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 508-945-4427 \* [www.TJKentLandscaping.com](http://www.TJKentLandscaping.com)



**DAILY ACTIVITY FORM**

Date \_\_\_\_\_ Supervisor \_\_\_\_\_

Customer Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

Phone: \_\_\_\_\_

Notes _____ _____ _____ _____
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**Job Times**

Crew Member	Shop	Start	Break	Lunch	Break	Stop	Shop	Total
<b>Total daily hours for job</b>								

Equipment Used	
__ Truck 1 _____ Start Mileage _____ End Mileage	
__ Truck 2 _____ Start Mileage _____ End Mileage	
__ Dump Runs (where _____)	
__ Aerator	__ Hedge Trimmer
__ Case Tractor 70xt	__ Kubota 91-3
__ Chain Saw	__ Disc Seeder
__ Chipper	__ Power Rake
__ Stump Grinder	__ Other _____

Materials Used (list quantities)	
__ Compost _ bagged or _ bulk	__ Humates
__ Fertilizer (type _____)	__ Lime
__ Grass Seed (type _____)	__ Manure, bagged
__ Mulch (type _____)	__ Shells
__ Pipe (type _____ size _____)	__ T-Base
__ Planting mix _ bagged or _ bulk	__ Loam _3/4 or _3/8
__ Stone _3/8" _3/4" _ 1 1/2" _ Blue _Nature _Processed _ Dust	
__ Other _____	

Job Codes (circle all that apply)						
20 Tree Work	26 Gravelly	32 Spray	38 Irrigation on/off	44 Maintenance	50 Shop	56 Mechanic
22 Trimming	28 Construction	34 Fert/Apps	40 Spring clean-up	46 Planting	52 Supervising	58 Misc.
24 Stump Grinding	30 Lawn Crew	36 Irrigation	42 Fall clean-up	48 Trucking/Dumping	54 Travel Time	

Please note: Only one customer should be listed on each Daily Activity Form. Failure to complete daily paperwork may result in a delay in your pay so please be sure all items are complete before submitting.