

SOP Template			
Company Name	Process Name	Date Created	Revision Number
One-Touch Automation	Job Costing	5/15/24	1
Process Frequency (Daily/Weekly/Monthly/Project Based)			
Bi-Weekly/Monthly			
Process Description			
Job cost and profits for each current project			
Who's Involved		What are the inputs?	
Name	Department or Function	Documents, SOW, Approval, Labor, Software, Etc.	
Rachael McDaniel	Office	QB Reports, Excel Sheet, QB Time, Tracknicity and D-tools	
What are the sequential steps?			
Step Description			Who is Responsible?
At contract signing get estimate job costing excel sheet in client folder for myself and office			Rachael
Add project to WIP Report, Customer Deposits Report and Labor Report			Rachael
EOM or Bi-Weekly get product and labor reports to add to the above reports			Rachael
Progress invoice each project at EOM			Rachael
End of Project - Run full Profit Report			Rachael
Give numbers to Sales			Rachael
Watch always for discrepancies, mistakes, overage in labor or costs etc..			Rachael
What are the outputs [Defined Standards of Completion or Deliverables]			
Full Profit Report at End of Project			
Budgeting for Current Projects			
Who does the process transfer to next?			
Name	Department or Function	Milestone	