# DAILY PROGRESS REPORT TEMPLATE

### PROJECT DETAILS

PROJECT NAME	JOB NUMBER	CONTRACTOR NAME
SUPERINTENDENT NAME	DATE	WEATHER AND TEMPERATURE

## TODAY'S OVERALL PROGRESS

Describe today's overall progress. Utilize Sketches/Diagrams, correction notice(s), delays and causes, change recommendations, etc.

WORKERS PRESENT ON SITE	WORK COMPLETED	EQUIPMENT USED	PROGRESS DETAILS

### ESTIMATED QUANTITIES

TASK LOCATION	DESCRIPTION OF WORK	ITEM #	TODAY'S TOTAL	OVERALL TOTAL

#### ADDITIONAL REMARKS

PREPARER NAME AND TITLE	PREPARER SIGNATURE	DATE

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