**DAILY PROGRESS REPORT**

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| PROJECT DETAILS |
| PROJECT NAME | JOB NUMBER | CONTRACTOR NAME |
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| SUPERINTENDENT NAME | DATE | WEATHER AND TEMPERATURE |
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| TODAY'S OVERALL PROGRESS |
| *Describe today's overall progress. Utilize Sketches/Diagrams, correction notice(s), delays and causes, change recommendations, etc.* |
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| **WORKERS PRESENT ON SITE** | **WORK COMPLETED** | **EQUIPMENT USED** | **PROGRESS DETAILS** |
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| ESTIMATED QUANTITIES |
| **TASK LOCATION** | **DESCRIPTION OF WORK** | **ITEM #** | **TODAY'S TOTAL** | **OVERALL TOTAL** |
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| DESCRIBE ANY DELAYS AND / OR INCIDENTS |
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| ADDITIONAL REMARKS |
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|  |  |  |  |  |
| **PREPARER NAME AND TITLE** | **PREPARER SIGNATURE** | **DATE** |
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