

Job Entry Worksheet

Category: Jobs | Created: March 18, 2026 | Updated: September 01, 2026

Print this worksheet to help gather information about your jobs. This information will be necessary when setting up a job in HaulWare. Page

Job Name

Customer

Start Date _____ PO Number _____ Payment
Terms (i.e. Net 30) _____

Check one ____ Private ____ Prevailing Wage (Government job) If PW, what
county? _____

Are you going to be selling material? ____ No ____ Yes If Yes, what sales
tax %? _____

Job Lines

Set up one or more lines. Each line will describe a particular type of work you will be doing for your customer. Any work that has a different billing or pay rate will require another job line.

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Commodity _____

Truck Type (i.e. Tri-Axle) _____ Check One Hauling
material ____ into the job site ____ out of the job site

Quarry or Pit Location

Will the Quarry or Pit be billing for material or dump fees? ____ No ____ Yes
(if yes, how much?) _____ per circle one (Ton / Load)

Billing Rate to customer _____ per circle one (Ton / Load / Hour /
Other)

How much of that customer billing rate is Material? _____ Hauling?
_____ Other? _____

How will you pay your Company (W2) drivers? _____ Sub-
Haulers(1099)? _____

=====

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