

The Monday Packet

Week of Aug 10–16 · prepared for the owner of a ~\$12M commercial services company (fictional). Lands in your inbox every Monday at 6:30am, built from your QuickBooks, timecards, and job sheets. Nobody assembles it.

THREE THINGS THAT NEED YOU THIS WEEK

- 1

Hold the supply-house payment on Job 2417 — one invoice looks duplicated. SERIOUS · ~\$8,300

The materials rerun posted twice. Margin is under 20% for the second straight week; a call before Friday's check run recovers most of the slip.
- 2

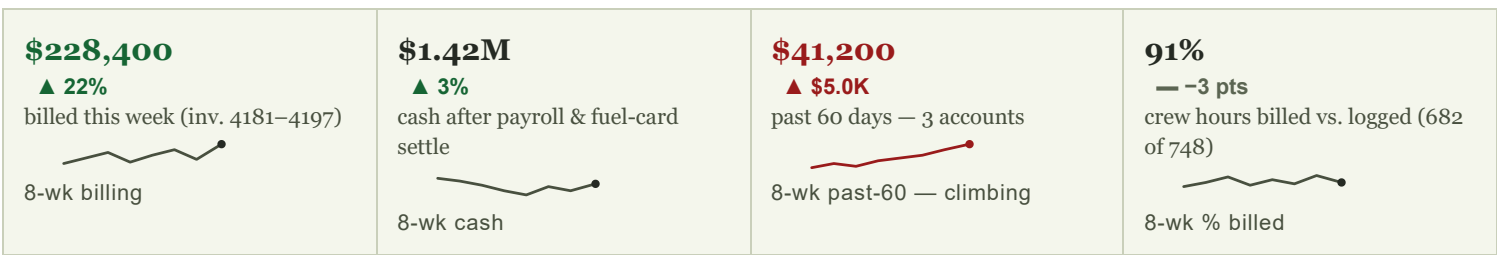
Approve the Kestrel reminder letter — \$22,400 just crossed 60 days. WATCH · \$22,400

They paid at 71 days last cycle. The letter is queued in the packet; it goes out Tuesday on your OK.
- 3

Sign the 2428 change order — 66 crew hours are sitting unbilled behind it. WATCH · ~\$9,900

All of last week's unbilled hours trace to this one signature. County has had it since Wednesday.

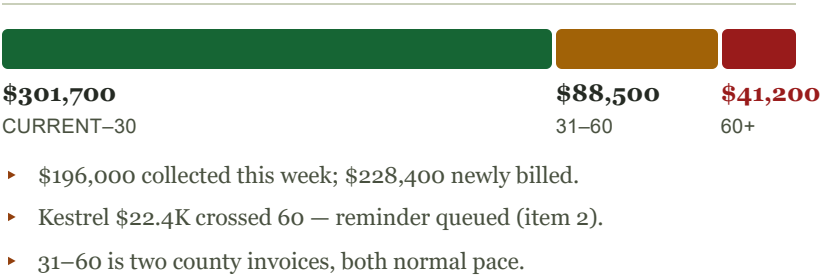
THE WEEK IN FOUR NUMBERS — WITH THE EIGHT WEEKS BEHIND THEM



JOBS — MARGIN AGAINST THE 25% TARGET, STRAIGHT FROM THE JOB SHEETS

JOB	BILLED TO DATE	COST TO DATE	MARGIN — 25% TARGET	NOTE
2411 · Airport Hangar B	\$412,800	\$291,400	29.4%	on plan
2417 · Mesa View Phase 2	\$186,200	\$152,900	17.9%	see item 1 above
2423 · Fairgrounds Reroof	\$97,600	\$68,100	30.2%	closes this month
2428 · County Annex	\$54,000	\$39,700	26.5%	see item 3 above

MONEY OWED — \$431,400 TOTAL, BY AGE



CREW HOURS — 748 LOGGED

