

Ridgeline Electrical

ABN 51 824 753 556
12 Example Street, Sampleton QLD 4000
0400 000 000 · office@example.com
example.com.au

Report no.	SR-0001
Date	25/09/2026
Job / quote	Q-0011
Team member	Sample technician

CUSTOMER & SITE DETAILS

Customer name

Riverview Cafe

Site address

118 Example Road, Sampleton QLD 4002

Phone

0400 000 003

Email

hello@example.com

VISIT

Property type

Residential

Job date

09/10/2026

Start time

08:30

Finish time

08:30

Weather / access notes

Sample weather / access notes

Reason for visit / fault reported

Sample reason for visit / fault reported text. Replace with the real details when you create a document.

Work carried out

Sample work carried out text. Replace with the real details when you create a document.

Job status

☒ Completed ☒ Follow-up required ☐ Quote required ☐ Parts required

SAFETY CHECKLIST

Safety & testing

☒ Power isolated where required ☒ Work area left safe and clean ☐ Switchboard inspected
☐ RCD / safety switch tested ☐ Smoke alarms checked ☐ Customer advised of findings

Recommendations / follow up

Sample recommendations / follow up text. Replace with the real details when you create a document.

Internal notes

Sample internal notes text. Replace with the real details when you create a document.

MATERIALS / LABOUR USED

QTY	DESCRIPTION	UNIT PRICE	GST	LINE TOTAL
1	Sample description 1	\$120.00		
2	Sample description 2	\$240.00		

TESTING / INSPECTION RESULTS

CIRCUIT / AREA	TEST PERFORMED	RESULT	NOTES
Sample circuit / area 1	Sample test performed 1	Sample result 1	Sample notes 1
Sample circuit / area 2	Sample test performed 2	Sample result 2	Sample notes 2

CUSTOMER ACKNOWLEDGEMENT & E-SIGN

Customer confirms the report has been explained and the site has been left in a safe condition.

☒ I acknowledge the completed works and report details.

Customer name

Riverview Cafe

Typed signature

M. Chen

Date

25/09/2026

Signature