Free Job Costing Spreadsheet: how to use it

Start here:

Yellow cells are yours to fill in. Green-grey cells hold formulas: leave them alone and they fill themselves.

The example file is filled with fictional data so you can see every number working. The blank file is the same workbook, empty: use that one.

Google Sheets: File > Import > Upload the .xlsx (or open it from Google Drive), then File > Save as Google Sheets. Excel: just open it (Excel 2010 or newer). Numbers on Mac also opens it.

Set up (5 minutes):

1. Settings: your cost categories (up to 8) and the year (B11).

2. Jobs: one row per job (up to 20): the contract value you agreed and your budget (estimated cost).

3. Costs: every receipt and timesheet: date, job, category, amount. Costs to date, budget left and an OVER BUDGET flag update on the Jobs tab.

What you get:

Jobs: costs to date, budget left, OVER BUDGET flags, margin at budget and budget used per job. Dashboard: totals for all jobs and costs by category.

Limits: 20 jobs and 300 cost rows. This is a record-keeping tool, not an invoice generator or tax advice. Need invoices, billed vs collected, job status and a month-by-month cash table? See the paid Contractor Job Cost tracker at tuper.app/templates.

Help:

Something wrong? Message us at support@tuper.app and we fix it.

Designed by Tuper. Built with AI tools and tested by us; tell us if anything breaks.