Hart Mechanical, Inc.
Duct Board Used from Inventory

Every time duct board is cut please complete the information below. When filling this out you may put multiple jobs and buildings on this sheet. It is important to breakout not only the job but the building it is going to as well. The purpose of this is to accurately track the cost of the duct board compared to what is budgeted. It is also used to assist in the timing of purchasing more dust board.

Please turn the completed sheet on a daily basis to Brain Taylor or Michael Eisenberg

HVAC Personnel using duct _____

Job Number/Name	Building	Date Used	Sized Used	Quantity Used (in sheets)