**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12318&utm_source=template-word&utm_medium=content&utm_campaign=Simple+Punch+List-word-12318&lpa=Simple+Punch+List+word+12318)Simple Punch List Template**

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| --- | --- | --- |
| Project Name | Address | Date |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| Item No. | Location | Item Description | Subcontractor | Priority | Status | Due  Date | Date Completed |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
| 4 |  |  |  |  |  |  |  |
| 5 |  |  |  |  |  |  |  |
| 6 |  |  |  |  |  |  |  |
| 7 |  |  |  |  |  |  |  |
| 8 |  |  |  |  |  |  |  |
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| 10 |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| Item No. | Location | Item Description | Subcontractor | Priority | Status | Due  Date | Date Completed |
| 11 |  |  |  |  |  |  |  |
| 12 |  |  |  |  |  |  |  |
| 13 |  |  |  |  |  |  |  |
| 14 |  |  |  |  |  |  |  |
| 15 |  |  |  |  |  |  |  |
| 16 |  |  |  |  |  |  |  |
| 17 |  |  |  |  |  |  |  |
| 18 |  |  |  |  |  |  |  |
| 19 |  |  |  |  |  |  |  |
| 20 |  |  |  |  |  |  |  |
| 21 |  |  |  |  |  |  |  |
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| 24 |  |  |  |  |  |  |  |

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