Elektro Mustermann

LOGO

Musterstraße 1 • 123456 Musterstadt • Fax (07832) 995-155 • Tel. +49 123 456 789-0

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| Kunde: | Musterkunde |
| Adresse Baustelle: | Musterstraße 1a |
|  | Musterstadt 1234 |

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| --- | --- |
| Rapport-Nr.: | 123-456 |
| Datum: | xx.xx.xxxx |
| Kunden-Nr.: | 123.456 |
| Auftrags-Nr.: | 623.458 |

**Stundenzettel**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Mitarbeiter** | **Datum** | **Kommen** | **Gehen** | **Pause** | **Gehalt** | **Arbeitszeit** | **Bemerkung** | | | |
| Alberto | xx.xx.xxxx | 08:00 | 18:00 | 01:00 | 55 € | 9:00 | xxx | | | |
| Birgit | xx.xx.xxxx | 07:00 | 16:00 | 01:00 | 67 € | 8:00 | xxx | | | |
| Carlos | xx.xx.xxxx | 07:00 | 16:45 | 01:00 | 30 € | 8:45 | xxx | | | |
| Diana | xx.xx.xxxx | 07:00 | 17:30 | 01:00 | 25 € | 9:30 | xxx | | | |
| Emilio | xx.xx.xxxx | 07:00 | 17:30 | 01:00 | 35 € | 9:30 | xxx | | | |
| xxxxxxxxx | xx.xx.xxxx | 07:00 | 17:30 | 01:00 | 36 € | 9:30 | xxx | | | |
| xxxxxxxxx | xx.xx.xxxx | 07:00 | 17:30 | 01:00 | 37 € | 9:30 | xxx | | | |
| xxxxxxxxx | xx.xx.xxxx | 07:00 | 17:30 | 01:00 | 38 € | 9:30 | xxx | | | |
| xxxxxxxxx | xx.xx.xxxx | 07:00 | 17:30 | 01:00 | 39 € | 9:30 | xxx | | | |
| xxxxxxxxx | xx.xx.xxxx | 07:00 | 17:30 | 01:00 | 40 € | 9:30 | xxx | | | |
| xxxxxxxxx | xx.xx.xxxx | 07:00 | 17:30 | 01:00 | 41 € | 9:30 | xxx | | | |
| xxxxxxxxx | xx.xx.xxxx | 07:00 | 17:30 | 01:00 | 42 € | 9:30 | xxx | | | |
| xxxxxxxxx | xx.xx.xxxx | 07:00 | 17:30 | 01:00 | 43 € | 9:30 | xxx | | | |
| xxxxxxxxx | xx.xx.xxxx | 07:00 | 17:30 | 01:00 | 44 € | 9:30 | xxx | | | |
|  | | | | | | | | | | |
| **Materialverbrauch** | | | | | **Maschinen- und Transportkosten** | | | | **Sonderkosten** | |
| Menge | Bezeichnung | | | Kosten | Maschiene | | | Kosten |  | Kosten |
| xxx | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxx | xxx€ |
| xxx | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxx | xxx€ |
| xxx | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxx | xxx€ |
| xxx | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxx | xxx€ |
| xxx | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxx | xxx€ |
| xxx | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxx | xxx€ |
| xxx | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxx | xxx€ |
| xxx | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxx | xxx€ |
| xxx | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxx | xxx€ |
| xxx | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxx | xxx€ |
| xxx | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxx | xxx€ |
| xxx | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxx | xxx€ |
| xxx | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxx | xxx€ |
| xxx | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxx | xxx€ |
| xxx | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxxxxxxxxxxxxxxxxxxxxx | | | xxx€ | xxxxxx | xxx€ |

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| Unterschrift Kunde: | Unterschrift Mitarbeiter: |  |  |

Sparkasse Musterstadt

BLZ 123 456 78 • Kto.-Nr. 987 654

IBAN-Nr. DE02 3456 1111 0000 1000 20 SWIFT-BIC: SOLADES1HAL

Volksbank Muster eG

BLZ 123 456 00 Kto.-Nr. 987 654

IBAN-Nr. DE42 5566 2700 0000 7788 00 SWIFT-BIC: GENODE61KZT

USt.-IdNr. DE 101778899

Steuer-Nr.: 200/100/10001

HRB 123456 Registergericht Muster Geschäftsführer: Bernd Boss

Tel.: +49 123 456 789-0

E-Mail: [streit@streit-datec.de](mailto:streit@streit-datec.de) Internet: [www.streit-datec.de](http://www.streit-datec.de/)

[](https://www.streit-software.de/?utm_source=template&utm_medium=referral&utm_campaign=rapportzettel-excel-vorlage)

Bei Verwendung von Vorlagen für Word, Excel zur Erstellung von Rechnungen könnte Ihnen möglicherweise die GoBD-Falle drohen.

Sollten Sie die GoBD nicht einhalten, könnte bei einer Steuerprüfung die Ordnungsmäßigkeit deiner Buchführung in Frage gestellt werden. Die Folge kann eine Steuerschätzung sein.

**Sichere Alternative:** [www.streit-software.de](http://www.streit-software.de/)