

PDF Construction Work Order Template

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Company Name

123 Company Address Drive
Fourth Floor, Suite 412
Company City, NY 11101
321-654-9870
email address

Your Logo

WORK ORDER

Client Name		Work Order Date	Work Order Number
Client Phone			
Client Email		Expected Start Date	Expected End Date
Order Received By			
Work Authorized By		Signature	

Work Description	
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SERVICE AND LABOR DESCRIPTION	HOURS	RATE	AMOUNT
LABOR TOTAL			

PARTS AND MATERIALS DESCRIPTION	QUANTITY	PRICE PER UNIT	AMOUNT
MATERIAL TOTAL			

Contractor Signature		enter tax rate	SUBTOTAL	
Date of Contractor Signature			TAX RATE %	
Approving Party Name and Title		enter other cost	TOTAL TAX	
Approving Party Signature			OTHER	
Date of Approval			TOTAL	

Date of Approval		enter tax rate	TOTAL	
Approving Party Signature			OTHER	
Approving Party Name and Title		enter other cost	TOTAL TAX	
Date of Contractor Signature			TOTAL TAX	
Signature Contractor			SUBTOTAL	

LABOR TOTAL			
MATERIAL TOTAL			
SERVICE AND LABOR DESCRIPTION	QUANTITY	PRICE PER UNIT	AMOUNT
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Approving Party Name and Title			TOTAL TAX	
Approving Party Signature		<i>enter other cost</i>	OTHER	
Date of Approval			TOTAL	



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