



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

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