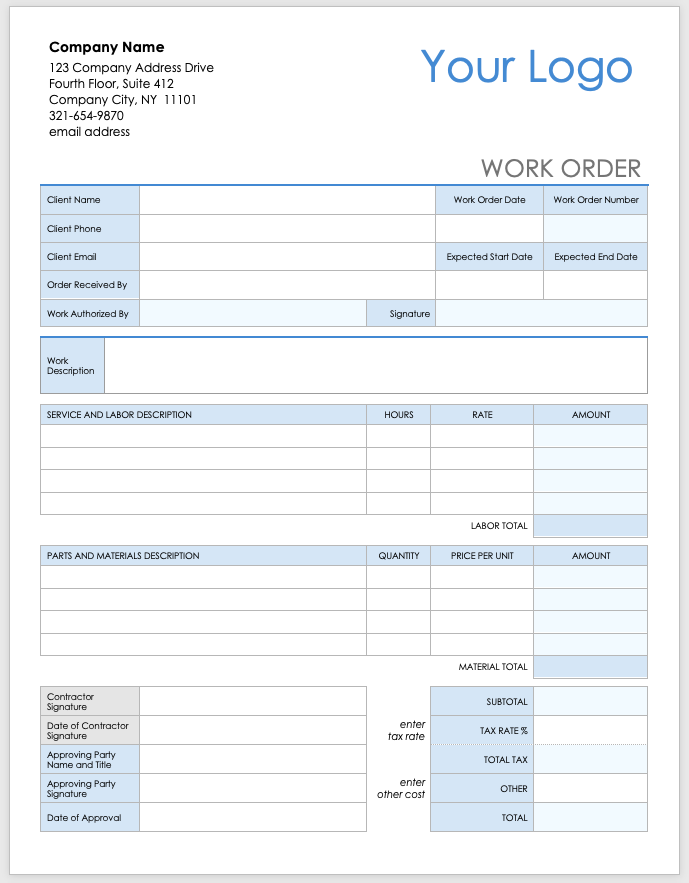
**[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=8963&utm_source=template-word&utm_medium=content&utm_campaign=Construction+Work+Order-word-8963&lpa=Construction+Work+Order+word+8963)Construction**

**Work Order**  **Template**





|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 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 | |  | *enter  tax rate* | TAX RATE % |  |
| Approving Party  Name and Title | |  |  | TOTAL TAX |  |
| Approving Party Signature | |  | *enter  other cost* | OTHER |  |
| Date of Approval | |  |  | TOTAL |  |

|  |
| --- |
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