**Microsoft Word
Landscaping**

**Work Order
Template**



**Company Name**

123 Company Address Drive

Fourth Floor, Suite 412

Company City, NY 11101

321-654-9870

email address

Your Logo

|  |  |  |  |
| --- | --- | --- | --- |
| Client Name | Client Phone | Client Email | Order Number |
|   |   |   |   |
| Billing Address |   |
| Job Description |   |
| Job Location |   |
| Date of Order |   | Start Date |   | End Date |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Aeration |  | Landscape Lighting Installation  |  | Seasonal Clean-up |
|  | Borders / Edging |  | Mowing |  | Sod Installation |
|  | Fertilization |  | Trim Mowing |  | Tree Pruning  |
|  | Garden Design  |  | Mulching |  | Tree Trimming |
|  | Garden Installation |  | Patio / Deck Construction |  | Weed Control |
|  | Hedge Trimming |  | Patio / Deck Maintenance |  | Winterizing |
|  | Irrigation Installation  |  | Paving / Walkway Installation |  |   |
|  | Irrigation Maintenance  |  | Retaining Wall Construction |  |   |

|  |  |  |  |
| --- | --- | --- | --- |
| MATERIALS | QUANTITY | PRICE PER UNIT | AMOUNT |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
| MATERIALS TOTAL |  |
|  |  |  |  |  |  |  |  |  |
| LABOR | HOURS | HOURLY RATE | AMOUNT |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
| LABOR TOTAL |  |
|  |  |  |  |  |  |  |  |  |
|  |  |  |  |  |  |  | SUBTOTAL |   |
| Work Authorized By |   |  |  | TAX RATE % |   |
| Signature |   |  |   | TOTAL TAX |   |
| Authorization Date |   |  |  | TOTAL |  |

|  |
| --- |
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