**[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=Landscaping+Work+Order-word-8963&lpa=Landscaping+Work+Order+word+8963)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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