# PDF Landscaping Work Order Template Example

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#### **Company Name** Your Logo 123 Company Address Drive Fourth Floor, Suite 412 Company City, NY 11101 321-654-9870 Email Address **WORK ORDER** Client Name Client Phone Pearson@email.com 00123456 Victoria Pearson 555-432-8765 Billing Address 789 Maple Street, Seattle, WA 98101 Victoria Pearson has requested a complete lawn overhaul, including aeration, fertilization, and new sod Description installation. The project also involves trimming trees and hedges, as well as seasonal clean-up. Job Location 789 Maple Street, Seattle, WA 98101 Date of Order 11/09/20XX Start Date 11/10/20XX End Date 11/12/20XX X Aeration X Landscape Lighting Installation Seasonal Clean-up Borders / Edging Sod Installation Trim Mowing X Fertilization Tree Pruning Tree Trimmina Garden Desian Mulchina Garden Installation Patio / Deck Construction Weed Control Hedge Trimming Patio / Deck Maintenance Winterizing Irrigation Installation Paving / Walkway Installation Retaining Wall Construction Materials Quantity Price per Unit Amount New Sod (1 500 sq. ft. roll) \$200.00 \$200.00 Fertilizer (1 bag) 3 \$15.00 \$45.00 Tree Pruning Kit \$30.00 Landscape Lighting Kit \$150.00 MATERIALS TOTAL \$425.00 Labor Hours Hourly Rate Labor Charaes \$50.00 \$750.00 LABOR TOTAL \$750.00 Subtotal \$1.175.00 Work Authorized By Victoria Pearson Tax Rate % 10% Signature Total Tax \$117.50 Authorization Date 11/09/20XX \$1,292.50



#### **Company Name**

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



### **WORK ORDER**

Client Name Cl			Clie	ent P	Phone Client Email					Order Number
Victoria Pearson 55			555-	-432-	-8765	Pearson@email.com			00123456	
Billing Address 789 Maple Street, Seattle,				WA 98101						
[	Job Victoria Pearson has requested a complete lawn overhaul, including aeration, fertilization, and new sod installation. The project also involves trimming trees and hedges, as well as seasonal clean-up.									
Jo	Job Location 789 Maple Street, Seattle, WA 98101									
Date of Order 11/09/20X		11/09/20XX		Start Date		11/10/20XX	Er	nd Date	11/12/20XX	
Χ	Aeration			X Landscape Ligh		pe Lighting Installation	Χ	Seasonal Clean-u		р
	Borders / E	dging			Mowing		Χ	Sod Installation		
Χ	Fertilization	Fertilization Tri		Trim Mowing		Χ	Tree Pruning			
	Garden Design				Mulching		Χ	Tree Trimming		
	Garden Installation				Patio / Deck Construction			Weed Control		
Х	Hedge Trimming				Patio / Deck Maintenance			Winterizing		
	Irrigation Installation				Paving / Walkway Installation					
	Irrigation Maintenance				Retaining Wall Construction					

Materials	Quantity	Price per Unit	Amount
New Sod (1 500 sq. ft. roll)	1	\$200.00	\$200.00
Fertilizer (1 bag)	3	\$15.00	\$45.00
Tree Pruning Kit	1	\$30.00	\$30.00
Landscape Lighting Kit	1	\$150.00	\$150.00
		MATERIALS TOTAL	\$425.00

Labor	Hours	Hourly Rate	Amount
Labor Charges	15	\$50.00	\$750.00
	\$750.00		

Work Authorized By	Victoria Pearson
Signature	
Authorization Date	11/09/20XX

Total	\$1,292.50
Total Tax	\$117.50
Tax Rate %	10%
Subtotal	\$1,175.00

# WORK ORDER

Client Name		Clier	ient Phone Client		Email			Order Number	
Billing Address		I		I			ı		
Job Description									
Job Location									
Date of Order			Start Date			End Date			
Aeration			Landscape Lighting Installation			Seasonal Clean-up			
Borders /	Edging		Mowing	Mowing			Sod Installation		
Fertilizatio	n		Trim Mow	ving		Tree Pr	Tree Pruning		
Garden D	)esign		Mulching	J		Tree Tri	Tree Trimming		
Garden Ir	nstallation		Patio / De	eck Cons	struction	Weed	Weed Control		
Hedge Tri	Hedge Trimming			Patio / Deck Maintenance			Winterizing		
Irrigation Installation			Paving / Walkway Installation						
Irrigation I		Retaining Wall Construction							
MATERIALS					QUANTITY	PRICE PE	er unit	AMOUNT	
						MATERI	ALS TOTAL		
LABOR				HOURS	HOURL	' RATE	AMOUNT		
						LAE	OR TOTAL		
							SUBTOTAL		
Work Author	ized By						TAX RATE %		
Sig	inature						TOTAL TAX		
Authorizatio	n Date						TOTAL		

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