**Microsoft Word
Plumbing**

**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 |
|   |   |   |   |
| Job Description |   |
| Job Location |   |
| Date of Order |   | Start Date |   | End Date |   |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Leak Repair |  | Sewer Line Inspection |  | Fixture Upgrades |
|  | Pipe Installation |  | Sewer Line Repair |  | Gas Line Installation |
|  | Faucet Installation |  | Toilet Installation |  | Gas Line Repair |
|  | Faucet Repair |  | Toilet Repair |  | Sump Pump Installation |
|  | Water Heater Installation |  | Garbage Disposal Installation |  | Sump Pump Repair |
|  | Water Heater Repair |  | Garbage Disposal Repair |  |  |
|  | Drain Cleaning |  | Backflow Testing/Prevention |  |   |
|  | Drain Unclogging |  | Water Filtration System Installation |  |   |

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |   |  |  | GRAND TOTAL |  |

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