**[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=Plumbing+Work+Order-word-8963&lpa=Plumbing+Work+Order+word+8963)Microsoft Word   
Plumbing**

**Work Order   
Template**

A document with text and numbers

Description automatically generated

**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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