**Service
Work Order
Template Example**



**Company Name**

123 Company Address Drive

Fourth Floor, Suite 412

Company City, NY 11101

321-654-9870

email address

Your Logo

|  |  |  |
| --- | --- | --- |
|  |  | WORK ORDER |
| Client Name |   | Work Order Date | Work Order Number |
| Client Phone |   |   |   |
| Client Email |   | Expected Start Date | Expected End Date |
| Order Received By |   |   |   |
| Authorized By |   | Signature |   |
|  |  |  |  |  |
| Work Description |   |
| Additional Comments |   |

|  |  |  |  |
| --- | --- | --- | --- |
| SERVICE AND LABOR DESCRIPTION | HOURS | RATE | AMOUNT |
|   | 2.25 |  $ 32.00  |  $ 72.00  |
|   | 11.00 |  $ 40.00  |  $ 440.00  |
|   | 5.00 |  $ 10.00  |  $ 50.00  |
|   | 0.00 |  $ -  |  $ -  |
|   | 0.00 |  $ -  |  $ -  |
|  | LABOR TOTAL |  **$ 562.00**  |
|  |  |  |  |  |
| PARTS AND MATERIALS DESCRIPTION | QUANTITY | PRICE PER UNIT | AMOUNT |
|   | 17.00 |  $ 6.00  |  $ 102.00  |
|   | 300.00 |  $ 2.75  |  $ 825.00  |
|   | 1.00 |  $ 879.80  |  $ 879.80  |
|   | 0.00 |  $ -  |  $ -  |
|   | 0.00 |  $ -  |  $ -  |
|  | MATERIAL TOTAL |  **$ 1,806.80**  |
|  |  |  |  |  |
| Contractor Signature |   |  | SUBTOTAL |  $ 2,368.80  |
| Date of Signature |   | *enter other cost* | OTHER |  $ (50.00) |
| Approving Party Name and Title |   | *enter tax rate* | TAX RATE % | 6.148% |
| Approving Party Signature |   |   | TOTAL TAX |  $ 142.56  |
| Date of Approval |   |  | TOTAL |  **$ 2,461.36**  |

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|  |  | WORK ORDER |
| Client Name |   | Work Order Date | Work Order Number |
| Client Phone |   |   |   |
| Client Email |   | Expected Start Date | Expected End Date |
| Order Received By |   |   |   |
| Authorized By |   | Signature |   |
|  |  |  |  |  |
| Work Description |   |
| Additional Comments |   |

|  |  |  |  |
| --- | --- | --- | --- |
| SERVICE AND LABOR DESCRIPTION | HOURS | RATE | AMOUNT |
|   |  |   | $ -  |
|   |  |   | $ -  |
|   |  |   | $ -  |
|   |  |   | $ -  |
|   |  |   | $ -  |
|  | LABOR TOTAL |  |
|  |  |  |  |  |
| PARTS AND MATERIALS DESCRIPTION | QUANTITY | PRICE PER UNIT | AMOUNT |
|   |  | $ -  |  $ -  |
|   |  | $ -  |  $ -  |
|   |  | $ -  |  $ -  |
|   |  |  $ -  |  $ -  |
|   |  |  $ -  |  $ -  |
|  | MATERIAL TOTAL |   |
|  |  |  |  |  |
| Contractor Signature |   |  | SUBTOTAL |   |
| Date of Signature |   | *enter other cost* | OTHER |   |
| Approving Party Name and Title |   | *enter tax rate* | TAX RATE % | % |
| Approving Party Signature |   |   | TOTAL TAX |   |
| Date of Approval |   |  | TOTAL | **$**  |

|  |
| --- |
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