**Service  
Work Order   
Template[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=Service+Work+Order-word-8963&lpa=Service+Work+Order+word+8963) Example**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | 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** |

**Company Name**

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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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