**Microsoft Word   
Basic Work Order   
Template[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=12207&utm_source=template-word&utm_medium=content&utm_campaign=Basic+Work+Order-word-12207&lpa=Basic+Work+Order+word+12207)**

A white and blue form with text

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 | | | |
| Requestor Name | | Phone | Email |
|  | |  |  |
| Work Order ID | Location Address | | |
|  |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Priority Level | Order Date and Time | | Date Needed | Date Delivered |
|  |  | |  |  |
| Work Assigned To | | Work Billed To | | |
|  | |  | | |

|  |  |
| --- | --- |
| Request Description |  |
| Description of Work Completed |  |
| Explanation of Incomplete Work |  |

Materials and Labor

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Description | | | | Quantity | Price Per Unit | Amount |
|  | | | |  |  |  |
|  | | | |  |  |  |
|  | | | |  |  |  |
|  |  |  |  |  | TOTAL |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Work Completed By | Date and Time Completed | Work Approved By | Date |
|  |  |  |  |

|  |
| --- |
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