**Microsoft Word
Basic Work Order
Template**



**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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