** CONSTRUCTION WORK ORDER TEMPLATE**

|  |  |
| --- | --- |
| **Company Name** | YOUR LOGO |
| 123 Company Address Drive |
| Fourth Floor, Suite 412 |
| Company City, NY 11101 |
| 321-654-9870 |
| email address |
|  |  |  | WORK ORDER |
| **CLIENT NAME** |   | **ORDER NUMBER** |   |
| **CLIENT PHONE** |   | **CUSTOMER ID** |   |
| **CLIENT EMAIL** |   | **ORDER RECEIVED BY** |   |
| **ORDER DATE** |   | **EXPECTED START DATE** |   | **EXPECTED END DATE** |   |
|  |  |  |  |  |  |
| **WORK 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** |  |
|  |  |  |  |  |  |
| **WORK ORDER COMPILED BY** |   |  | **SUBTOTAL** |  |
|  |  |  | *enter tax rate* | **TAX RATE %** |  |
| **CLIENT APPROVAL NAME AND TITLE** |   |   | **TOTAL TAX** |   |
| **APPROVING PARTY SIGNATURE** |   | *enter other cost* | **OTHER** |  |
| **DATE OF APPROVAL** |   |  | **TOTAL** |  |

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