**[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=Construction+Work+Order-word-12207&lpa=Construction+Work+Order+word+12207) 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** |
|  | | | |  | |  | |  |
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|  | | | |  | |  | |  |
|  |  | |  |  | | **LABOR TOTAL** | |  |
|  |  | |  |  | |  | |  |
| **PARTS AND MATERIALS DESCRIPTION** | | | | **QUANTITY** | | **PRICE PER UNIT** | | **AMOUNT** |
|  | | | |  | |  | |  |
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|  | | | |  | |  | |  |
|  |  | |  |  | | **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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| --- |
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