**Microsoft Word
Maintenance**

**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 |
| Client Name |   | Order Date | Order Number |
| Client Phone |   |   |   |
| Client Email |   | Expected Start Date | Expected End Date |
| Order Received By |   |   |   |
| Work Location |   |

|  |  |
| --- | --- |
| Terms of Service |   |
| Work Description |   |

|  |  |  |  |
| --- | --- | --- | --- |
| LABOR DESCRIPTION | PRIORITY | HOURS | AMOUNT |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|  | LABOR TOTAL | **0** |
|  |  |  |  |  |
| MATERIAL DESCRIPTION | QUANTITY | PRICE PER UNIT | AMOUNT |
|   |   |   |   |
|   |   |   |   |
|   |   |   |   |
|  | MATERIAL TOTAL | **0** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Work Order Compiled By |   |  | SUBTOTAL |   |
| Approving Party Name and Title | *enter tax rate* | TAX RATE % |   |
|  |   | TOTAL TAX |   |
| Approving Party Signature |   | *enter other cost* | OTHER |   |
| Date of Approval |   |  | TOTAL |  |

|  |  |
| --- | --- |
| Notes / Feedback |   |

|  |
| --- |
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