

PDF Landscaping Work Order Template Example

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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	Client Phone	Client Email	Order Number
Victoria Pearson	555-432-8765	Pearson@email.com	00123456
Billing Address	789 Maple Street, Seattle, WA 98101		
Job Description	Victoria Pearson has requested a complete lawn overhaul, including aeration, fertilization, and new sod installation. The project also involves trimming trees and hedges, as well as seasonal clean-up.		
Job Location	789 Maple Street, Seattle, WA 98101		
Date of Order	11/09/20XX	Start Date	11/10/20XX
		End Date	11/12/20XX

<input checked="" type="checkbox"/> Aeration	<input checked="" type="checkbox"/> Landscape Lighting Installation	<input checked="" type="checkbox"/> Seasonal Clean-up
<input type="checkbox"/> Borders / Edging	<input type="checkbox"/> Mowing	<input checked="" type="checkbox"/> Sod Installation
<input checked="" type="checkbox"/> Fertilization	<input type="checkbox"/> Trim Mowing	<input checked="" type="checkbox"/> Tree Pruning
<input type="checkbox"/> Garden Design	<input type="checkbox"/> Mulching	<input checked="" type="checkbox"/> Tree Trimming
<input type="checkbox"/> Garden Installation	<input type="checkbox"/> Patio / Deck Construction	<input type="checkbox"/> Weed Control
<input checked="" type="checkbox"/> Hedge Trimming	<input type="checkbox"/> Patio / Deck Maintenance	<input type="checkbox"/> Winterizing
<input type="checkbox"/> Irrigation Installation	<input type="checkbox"/> Paving / Walkway Installation	
<input type="checkbox"/> Irrigation Maintenance	<input type="checkbox"/> Retaining Wall Construction	

Materials	Quantity	Price per Unit	Amount
New Sod (1 500 sq. ft. roll)	1	\$200.00	\$200.00
Fertilizer (1 bag)	3	\$15.00	\$45.00
Tree Pruning Kit	1	\$30.00	\$30.00
Landscape Lighting Kit	1	\$150.00	\$150.00
MATERIALS TOTAL			\$425.00

Labor	Hours	Hourly Rate	Amount
Labor Charges	15	\$50.00	\$750.00
LABOR TOTAL			\$750.00

Work Authorized By Victoria Pearson	
Signature	
Authorization Date 11/09/20XX	

	Subtotal	\$1,175.00
	Tax Rate %	10%
	Total Tax	\$117.50
	Total	\$1,292.50

Authorization Date 11/09/20XX	
Signature	
Work Authorized By Victoria Pearson	

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<input type="checkbox"/>	Borders / Edging	<input type="checkbox"/>	Mowing	<input checked="" type="checkbox"/>	Sod Installation
<input checked="" type="checkbox"/>	Fertilization	<input type="checkbox"/>	Trim Mowing	<input checked="" type="checkbox"/>	Tree Pruning
<input type="checkbox"/>	Garden Design	<input type="checkbox"/>	Mulching	<input checked="" type="checkbox"/>	Tree Trimming
<input type="checkbox"/>	Garden Installation	<input type="checkbox"/>	Patio / Deck Construction	<input type="checkbox"/>	Weed Control
<input checked="" type="checkbox"/>	Hedge Trimming	<input type="checkbox"/>	Patio / Deck Maintenance	<input type="checkbox"/>	Winterizing
<input type="checkbox"/>	Irrigation Installation	<input type="checkbox"/>	Paving / Walkway Installation	<input type="checkbox"/>	
<input type="checkbox"/>	Irrigation Maintenance	<input type="checkbox"/>	Retaining Wall Construction	<input type="checkbox"/>	

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Irrigation Maintenance	Retaining Wall Construction	

MATERIALS	QUANTITY	PRICE PER UNIT	AMOUNT
MATERIALS TOTAL			

LABOR	HOURS	HOURLY RATE	AMOUNT
LABOR TOTAL			

Work Authorized By	
Signature	
Authorization Date	

SUBTOTAL	
TAX RATE %	
TOTAL TAX	
TOTAL	



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