

PDF Landscaping Work Order Template Example

Try  **smartsheet** for free

Blank template on page 3.

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

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

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

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

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

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

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"/>	
<input type="checkbox"/>	Irrigation Maintenance	<input type="checkbox"/>	Retaining Wall Construction	<input type="checkbox"/>	

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

WORK ORDER

Client Name	Client Phone	Client Email	Order Number
Billing Address			
Job Description			
Job Location			
Date of Order	Start Date	End Date	

Aeration	Landscape Lighting Installation	Seasonal Clean-up
Borders / Edging	Mowing	Sod Installation
Fertilization	Trim Mowing	Tree Pruning
Garden Design	Mulching	Tree Trimming
Garden Installation	Patio / Deck Construction	Weed Control
Hedge Trimming	Patio / Deck Maintenance	Winterizing
Irrigation Installation	Paving / Walkway Installation	
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	

DISCLAIMER

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.