

# Painting Work Order Template

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**Company Name**  
123 Company Address Drive  
Company City, NY 11101  
321-654-9870  
email address

## Your Logo

### WORK ORDER

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

Interior Painting	Priming Surfaces	Painting Trim / Doors
Exterior Painting	Painting Walls	Painting Windows
Touch-Up Work	Painting Ceilings	Staining Woodwork
Surface Preparation	Surface Cleaning	Pressure Washing
Other (specify):		

**Service Description / Work Performed**

Technician(s) Assigned:

MATERIALS	QUANTITY	PRICE PER UNIT	AMOUNT
MATERIALS TOTAL			

LABOR	HOURS	HOURLY RATE	AMOUNT
LABOR TOTAL			

**Approval and Signatures**

*If applicable*  
enter tax rate

Customer Signature		SUBTOTAL	
Customer Date		OTHER FEES	
Technician Sig.		TAX RATE %	
Technician Date		TOTAL TAX	
		TOTAL	

Technician Date	
Technician Sig.	
Customer Date	
Customer Signature	

TOTAL	
TAX TOTAL	
TOTAL TAX	
OTHER FEES	
SUBTOTAL	
LABOR TOTAL	

LABOR	HOURS	HOURLY RATE	AMOUNT
LABOR TOTAL			

MATERIALS	QUANTITY	PRICE PER UNIT	AMOUNT
MATERIALS TOTAL			

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## Approval and Signatures

Customer Signature	
Customer Date	
Technician Signature	
Technician Date	

*if applicable*  
*enter tax rate*

SUBTOTAL	
OTHER FEES	
TAX RATE %	
TOTAL TAX	
TOTAL	



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