

PDF Construction Work Order Template

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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		Work Order Date	Work Order Number
Client Phone			
Client Email		Expected Start Date	Expected End Date
Order Received By			
Work Authorized By		Signature	

Work Description	
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SERVICE AND LABOR DESCRIPTION	HOURS	RATE	AMOUNT
LABOR TOTAL			

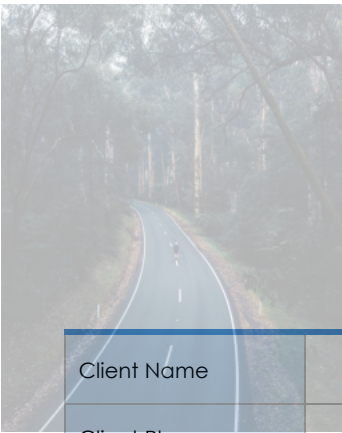
PARTS AND MATERIALS DESCRIPTION	QUANTITY	PRICE PER UNIT	AMOUNT
MATERIAL TOTAL			

Contractor Signature			SUBTOTAL	
Date of Contractor Signature		enter tax rate	TAX RATE %	
Approving Party Name and Title			TOTAL TAX	
Approving Party Signature		enter other cost	OTHER	
Date of Approval			TOTAL	

Date of Approval			TOTAL	
Signature Approving Party		enter cost	OTHER	
Name and Title Approving Party			TOTAL TAX	
Signature Date of Contractor		enter tax rate	TAX RATE %	
Signature Contractor			SUBTOTAL	

LABOR TOTAL			
SERVICE AND MATERIALS DESCRIPTION	QUANTITY	PRICE PER UNIT	AMOUNT

LABOR TOTAL			



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