

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			
SERVICE AND LABOR DESCRIPTION		HOURS	RATE
LABOR TOTAL			
PARTS AND MATERIALS DESCRIPTION		QUANTITY	PRICE PER UNIT
MATERIAL TOTAL			
Contractor Signature		SUBTOTAL	
Date of Contractor Signature		enter tax rate	
Approving Party Name and Title		TAX RATE %	
Approving Party Signature		TOTAL TAX	
Date of Approval		enter other cost	
		OTHER	
		TOTAL	

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Contractor Signature	
Date of Contractor Signature	
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Date of Approval	

enter tax rate enter other cost	SUBTOTAL	
	TAX RATE %	
	TOTAL TAX	
	OTHER	
	TOTAL	

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