

PDF Construction Work Order Template

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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

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

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

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	
Date of Contractor Signature	
Approving Party Name and Title	
Approving Party Signature	
Date of Approval	

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

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