

# PDF Landscaping Work Order Template Example

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<b>Company Name</b>		Your Logo		
123 Company Address Drive Fourth Floor, Suite 412 Company City, NY 11101 321-654-9870 Email Address				
<b>WORK ORDER</b>				
Client Name		Client Phone	Client Email	
Victoria Pearson		555-432-8765	Pearson@email.com	
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 type="checkbox"/> Borders / Edging <input checked="" type="checkbox"/> Fertilization <input type="checkbox"/> Garden Design <input type="checkbox"/> Garden Installation <input checked="" type="checkbox"/> Hedge Trimming <input type="checkbox"/> Irrigation Installation <input type="checkbox"/> Irrigation Maintenance		<input checked="" type="checkbox"/> Landscape Lighting Installation <input type="checkbox"/> Mowing <input type="checkbox"/> Trim Mowing <input type="checkbox"/> Mulching <input type="checkbox"/> Patio / Deck Construction <input type="checkbox"/> Patio / Deck Maintenance <input type="checkbox"/> Paving / Walkway Installation <input type="checkbox"/> Retaining Wall Construction		<input checked="" type="checkbox"/> Seasonal Clean-up <input checked="" type="checkbox"/> Sod Installation <input type="checkbox"/> Tree Pruning <input type="checkbox"/> Tree Trimming <input type="checkbox"/> Weed Control <input type="checkbox"/> Winterizing
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				<b>\$425.00</b>
Labor		Hours	Hourly Rate	Amount
Labor Charges		15	\$50.00	\$750.00
LABOR TOTAL				<b>\$750.00</b>
Work Authorized By		Victoria Pearson		
Signature				
Authorization Date		11/09/20XX		
		Subtotal	\$1,175.00	
		Tax Rate %	10%	
		Total Tax	\$117.50	
		Total	<b>\$1,292.50</b>	

**Company Name**

123 Company Address Drive  
 Fourth Floor, Suite 412  
 Company City, NY 11101  
 321-654-9870  
 Email Address



## 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		

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

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Billing Address			
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Date of Order	Start Date	End Date	

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Borders / Edging	Mowing	Sod Installation
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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	SUBTOTAL
Signature	TAX RATE %
Authorization Date	TOTAL TAX
	TOTAL

## **DISCLAIMER**

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