

MAINTENANCE WORK ORDER

Company Name

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

YOUR LOGO

WORK ORDER

CLIENT NAME		ORDER DATE	ORDER NUMBER
CLIENT PHONE			
CLIENT EMAIL		EXPECTED START DATE	EXPECTED END DATE
ORDER RECEIVED BY			
WORK LOCATION			

TERMS OF SERVICE	
WORK DESCRIPTION	
ADDITIONAL COMMENTS	

LABOR DESCRIPTION	HOURS	RATE	AMOUNT
	2.25	\$ 32.00	\$ 72.00
	11.00	\$ 40.00	\$ 440.00
	0.00	\$ -	\$ -
	0.00	\$ -	\$ -
	0.00	\$ -	\$ -
	0.00	\$ -	\$ -
	0.00	\$ -	\$ -
		LABOR TOTAL	\$ 512.00

MATERIAL DESCRIPTION	QUANTITY	PRICE PER UNIT	AMOUNT
	17.00	\$ 6.00	\$ 102.00
	300.00	\$ 2.75	\$ 825.00
	0.00	\$ -	\$ -
	0.00	\$ -	\$ -
	0.00	\$ -	\$ -
	0.00	\$ -	\$ -
		MATERIAL TOTAL	\$ 927.00

WORK ORDER COMPILED BY		SUBTOTAL	\$ 1,439.00
	enter tax rate	TAX RATE %	6.148%
APPROVING PARTY NAME AND TITLE		TOTAL TAX	\$ 88.47
APPROVING PARTY SIGNATURE	enter other cost	OTHER	\$ 150.00
DATE OF APPROVAL		TOTAL	\$ 1,677.47