

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		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		

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			\$425.00

Labor	Hours	Hourly Rate	Amount
Labor Charges	15	\$50.00	\$750.00
LABOR TOTAL			\$750.00

Work Authorized By	Victoria Pearson
Signature	
Authorization Date	11/09/20XX

Subtotal	\$1,175.00
Tax Rate %	10%
Total Tax	\$117.50
Total	\$1,292.50