

# PROPERTY MAINTENANCE WORK ORDER

## CONTRACTOR

[COMPANY NAME]  
[ATTN]  
[STREET ADDRESS]  
[CITY, STATE, ZIP CODE]  
[E-MAIL]  
[PHONE]

## CLIENT

[COMPANY NAME]  
[ATTN]  
[STREET ADDRESS]  
[CITY, STATE, ZIP CODE]  
[E-MAIL]  
[PHONE]

## PAYMENT

Down Payment: \$  
Payment is Due: [ENTER TERMS]  
Totale Amount [\$]  
Payment is Due: [ENTER TERMS]

## SCHEDULE

February 2, 2020  
Work Order No. [#]  
Start Time (if any): \_\_\_\_:\_\_\_\_  
End Time (if any): \_\_\_\_:\_\_\_\_

## SERVICE

DESCRIPTION	HOURS	RATE (\$/HR)	AMOUNT
			\$ -
			\$ -
			\$ -
SUBTOTAL			\$ -

## PRODUCTS / MATERIALS

DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
			\$ -
			\$ -
			\$ -
SUBTOTAL			\$ -

## OTHER DETAILS

[ENTER DETAILS]

SUBTOTAL	\$ -
DISCOUNT	
TAX / VAT	
TOTAL	\$ -

## AUTHORIZATION

IN WITNESS WHEREOF, the Client agrees to pay the total amount when payment is due for the services requested and products / materials used. The Contractor agrees to provide the services in exchange for the total amount.

CONTRACTOR'S SIGNATURE \_\_\_\_\_

CLIENT'S SIGNATURE \_\_\_\_\_

