**Company Name**

123 Your Street Your City, ST, 01234

Phone: 123-456-7890

***Work Order***

|  |  |  |
| --- | --- | --- |
| Customer’s Order No. | Phone | Order Date |
| Order Taken By | Starting Date | Servicer |
| Bill To | | * Contract o Extra * Day Work o |
| Address | |
| City - State - Zip | |
| Job Name / Location | | Job Phone |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **DESCRIPTION OF WORK** | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
|  | | | | |
| Comments | * Not Home * Paid Upon Completion * Bill Total Due | Total Materials |  |  |
|  | Total Labor |  |  |
|  | TAX |  |  |
|  | **TOTAL DUE** |  |  |

|  |  |
| --- | --- |
| Date Completed | Work Ordered By |
| I hereby acknowledge that work specified  above has been satisfactorily completed. Signature | |

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