



CLIENT NAME		ORDER DATE	ORDER NUMBER
CLIENT PHONE			
CLIENT EMAIL		START DATE	PRIORITY LEVEL
ORDER RECEIVED BY			
MAINTENANCE TYPE			
WORK LOCATION			

TERMS OF SERVICE	
BRIEF WORK DESCRIPTION	
TASK LIST	
SPECIAL NOTES	

LABOR DESCRIPTION	HOURS	RATE	AMOUNT
		LABOR TOTAL	

MATERIAL DESCRIPTION	QUANTITY	PRICE PER UNIT	AMOUNT
		MATERIAL TOTAL	

WORK ORDER COMPILED BY	
APPROVING PARTY	
SIGNATURE	
DATE OF APPROVAL	

SUBTOTAL	
TAX RATE %	
TOTAL TAX	
OTHER	
TOTAL	

