|  |  |  |
| --- | --- | --- |
|  |  | **WORK ORDER** |
| **CONTRACTOR** |  | **CLIENT** |
| [CONTRACTOR'S NAME] |  | [CLIENT'S NAME] |
| [ATTN] |  | [STREET ADDRESS] |
| [STREET ADDRESS] |  | [CITY, STATE] |
| [CITY, STATE, ZIP CODE] |  | [ZIP CODE] |
| [PHONE] |  | [PHONE] |
| [E-MAIL] |  | [E-MAIL] |
|  |  |  |
| **PAYMENT** |  | **PROJECT DETAILS** |
| Down Payment: $[AMOUNT] |  | Date: June 29, 2023 |
| Down Payment is Due: [PAYMENT TERMS] |  | Work Order No. [#] |
| Total Amount: $[AMOUNT] |  | Start Date: [START DATE] |
| Total Amount is Due: [PAYMENT TERMS] |  | Completion Date: [COMPLETION DATE] |

|  |  |  |  |
| --- | --- | --- | --- |
| **LABOR** | **HOURS** | **RATE ($/HR)** | **AMOUNT ($)** |
|  |  |  |  |
|  |  | **TOTAL** |  |
|  |  |  |  |
| **MATERIALS** | **QUANTITY** | **UNIT PRICE** | **AMOUNT ($)** |
|  |  |  |  |
| The Client agrees to pay the total amount when payment is due for the services requested and materials used. The Contractor agrees to provide the services in exchange for the total amount.  **CLIENT’S SIGNATURE**: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/)  Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | **TOTAL** |  |
|  |  |
| **SUBTOTAL** |  |
| **DISCOUNT** |  |
| **TAX / VAT** |  |
| **TOTAL** |  |
| **CONTRACTOR’S SIGNATURE**: [\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_](https://esign.com/) | | | |
| Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | |