

WORK ORDER

CONTRACTOR

COMPANY: _____
 ATTN: _____
 ADDRESS: _____
 CITY, STATE: _____
 ZIP: _____
 PHONE: _____
 E-MAIL: _____

CLIENT

NAME: _____
 ADDRESS: _____
 CITY, STATE: _____
 ZIP: _____
 PHONE: _____
 E-MAIL: _____

PAYMENT

Down Payment: \$ _____
 Payment is Due: _____
 Total Amount: \$ _____
 Payment is Due: _____

PROJECT DETAILS

Work Order Date: _____
 Work Order No. _____
 Start Date: _____
 Completion Date: _____

LABOR	HOURS	RATE (\$/HR)	AMOUNT (\$)
TOTAL			

MATERIALS	QUANTITY	UNIT PRICE	AMOUNT (\$)
SUBTOTAL			

The Client agrees to pay the total amount when payment is due for the services requested materials used. The Contractor agrees to provide the services in exchange for the total amount.

SUBTOTAL	
DISCOUNT	
TAX / VAT	
TOTAL	

CLIENT'S SIGNATURE: _____

Date _____

CONTRACTOR'S SIGNATURE: _____

Date _____