Work Order

Your Company Logo
Only editable in Adobe Acrobat

PRIORITY ☐ Low ☐ Normal ☐ High ☐ Urgent **STATUS** ☐ Open ☐ Scheduled ☐ In progress ☐ Complete

1. Business details, work order number and dates

Business name: _____ **License no.:** _____ **Work order no.:** _____

DATE ISSUED _____ **SCHEDULED SERVICE DATE** _____

2. Requestor and customer details

Customer name: _____ **Phone:** _____ **Email:** _____

Requestor (if different): _____ **Phone:** _____ **Email:** _____

Service Address: _____ **Access notes:** _____

WHAT THE CUSTOMER ASKED FOR - INTAKE CALL DETAILS:

_____

3. Scope of work and exclusions

Scope of work: _____

_____

Exclusions: _____

4. Site conditions

☐ Photos taken

5. Assigned crew

_____

_____

_____

6. Materials, parts and labor

TECHNICIAN	HOURS	RATE	LINE TOTAL

MATERIAL / PART / SKU	QTY	UNIT COST	LINE TOTAL

Labor subtotal $ _____ **Materials/parts subtotal** $ _____ **Tax** $ _____ **Grand total** $ _____

7. Approval and signature

CUSTOMER

Signature: _____

Name: _____ **Date:** _____

TECHNICIAN

Signature: _____

Name: _____ **Date:** _____

ON COMPLETION

Signature: _____ **Date:** _____

Signature: _____ **Date:** _____