WORK ORDER

Work order #: _____

Date raised: _____

Scheduled for: _____

Customer

Name: _____

Address: _____

Phone / email: _____

Job site

Address: _____

Site contact: _____

Phone: _____

Work requested

Work performed - labour	Hours	Rate	Amount

Qty	Parts & materials used	Rate	Amount

Notes & recommendations

Labour	
Parts	
Other charges	
Tax	
Total	

The customer signs to confirm that the work described above was completed.

Technician (signature): _____

Customer (signature): _____

Date: _____

Date: _____