[Your company name]
[Street address] · [City, State ZIP]
[Phone] · [Email] · [Website]
License # [License #]

Work order

Work order # _____
Date _____

CUSTOMER AND SITE

Customer _____ Phone _____
Site address _____
Billing address _____ Email _____
Contact on site _____ PO / job # _____

REQUEST AND ASSIGNMENT

Type: ☐ Repair ☐ Install ☐ Maintenance ☐ Inspection ☐ Warranty ☐ Other: _____

Priority: ☐ Routine ☐ Urgent ☐ Emergency

Requested by _____ Needed by _____
Assigned to _____ Scheduled _____

Work requested: what the customer asked for, in their words, and where on the site

WORK PERFORMED

What was done, what you found, and anything the customer should know

MATERIALS AND PARTS USED

QTY	PART # / DESCRIPTION	UNIT PRICE	AMOUNT

LABOR

TECHNICIAN	DATE	HOURS	RATE	AMOUNT

Status: ☐ Work complete ☐ Follow-up visit needed ☐ Parts on order ☐ Quote needed for more work

Materials	$
Labor	$
Trip / service charge	$
Tax	$
Total	**$**

Payment: ☐ Paid on site: _____ ☐ Invoice to follow ☐ No charge (warranty)

Signing confirms the work listed above was done on the date shown. Questions? Call us at the number above.

Customer signature _____ Date _____ Technician signature _____ Date _____

Printed name _____ Printed name _____