

Company Name

123 Your Street
Your City, ST, 01234
Phone: 123-456-7890

Work Order

Customer's Order No.	Phone	Order Date
Order Taken By	Starting Date	Service
Bill To	<input type="checkbox"/> Contract <input type="checkbox"/> Extra <input type="checkbox"/> Day Work <input type="checkbox"/> _____	
Address		
City - State - Zip		
Job Name / Location	Job Phone	

DESCRIPTION OF WORK

Comments	<input type="checkbox"/> Not Home	Total Materials		
	<input type="checkbox"/> Paid Upon Completion	Total Labor		
	<input type="checkbox"/> Bill Total Due	TAX		
		TOTAL DUE		

Date Completed	Work Ordered By
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I hereby acknowledge that work specified above has been satisfactorily completed. Signature _____