[Your Business Name]
[Street Address]
[City, State ZIP]
[Phone] · [Email]
[Website]
License #: [License Number]

WORK ORDER

Work order #	[0001]
Date issued	[MM/DD/YYYY]
Scheduled	[MM/DD/YYYY, time window]
Priority	[Routine / Urgent / Emergency]

CUSTOMER

[Customer Name]
[Billing Address]
[City, State ZIP]
[Phone] · [Email]

JOB SITE

[Job Site Address], [City, State ZIP]
On-site contact: [Name, phone]
Access: [gate code, pets, keys, unit #]
Assigned to: [Technician / crew]

WORK REQUESTED

□ Repair □ Installation □ Maintenance □ Inspection □ Warranty / callback □ Other
[The problem or request as the customer reported it, e.g. Water heater leaking at the base.]

WORK PERFORMED AND FINDINGS

Description	Qty	Unit	Rate	Amount
Labor				
[Technician and task, e.g. Replace drain valve]	[1.5]	[hr]	[$0.00]	[$0.00]
Materials, parts and other charges (trip fee, permit, disposal)				
[Part or material, brand and model]	[1]	[ea]	[$0.00]	[$0.00]

Subtotal	[$0.00]
Sales tax ([0.00]%)	[$0.00]
Total	**[$0.00]**

JOB STATUS

Time in: [00:00] Time out: [00:00]
□ Completed □ Follow-up needed □ Parts on order
Payment: □ Invoice to follow □ Paid on site ([method])

RECOMMENDATIONS

[Other problems found, quoted separately]
[Safety issues noted]
[Other notes for the customer]

Customer signature (work authorized) | Date | Technician signature | Date

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