

Work Order

Name: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: Home (____) _____ Other (____) _____

Work Requested:

Date Approved by Customer: _____

Down Payment Paid: Yes \$ _____ No On Account

Signature Date

Time Started: _____ AM PM Time Completed: _____ AM PM

Date Work Completed: _____

Name of Person Completing Work: _____

Description of Work Completed (be specific):

Products Used on Job Site (be specific):

Amount Charged for Work Completed: \$ _____ Paid: Yes No

Amount Paid: _____ Check #: _____

Signature Date

