

Company Name  
Street Address, City, State, Zip  
Phone, Email

Page 1 of 1

# WORK ORDER

Date \_\_\_/\_\_\_/\_\_\_

Invoice \_\_\_\_\_

Estimate \_\_\_\_\_

Homeowner/Authorized Resident Name \_\_\_\_\_

Street Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Best Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

Job Site \_\_\_\_\_

## Job Description

_____ Bathroom Repairs _____	\$ _____
_____ Garage Door Adjustments _____	\$ _____
_____ Floor Covering Replacement _____	\$ _____
_____ Basement Plumbing Repairs _____	\$ _____
_____ Troubleshoot Furnace Malfunctions _____	\$ _____
_____ Painting Upper Bedroom _____	\$ _____
_____ Replacing Sunroom Floor _____	\$ _____
_____ Drywall Patch in Kitchen _____	\$ _____

Warranty \_\_\_\_\_ Subtotal \$ \_\_\_\_\_  
Tax \$ \_\_\_\_\_  
Total \$ \_\_\_\_\_  
Deposit \$ \_\_\_\_\_  
Balance \$ \_\_\_\_\_

Customer's Signature \_\_\_\_\_

Contractor's Signature \_\_\_\_\_

Date \_\_\_/\_\_\_/\_\_\_

*Courtesy HGRBS – a 501 (c) (3) nonprofit of independent volunteers*