

Company Name
Street Address, City, State, Zip Code
Tel., E-mail Address

WORK ORDER

---- Invoice
---- Estimate

Date ____/____/____

Your Name _____
Address _____
City, State, Zip _____
Phone _____ Fax _____ E-mail _____
Job Site _____

Job Description

____ Bathroom Repairs _____ \$ _____
____ Garage Door Adjustment _____ \$ _____
____ Floor Covering Replacement _____ \$ _____
____ Basement Plumbing Repairs _____ \$ _____
____ Troubleshoot Furnace Malfunction _____ \$ _____
____ Painting Upper Bedroom _____ \$ _____
____ Repairing Sunroom Floor _____ \$ _____
____ Drywall Patch in Kitchen _____

Warranty _____
Date _____

Customer's Signature _____

COMPANY NAME HERE
Contractor's Signature _____

Subtotal \$ _____
Tax \$ _____
Total \$ _____
Deposit \$ _____
Balance \$ _____