# WORK ORDER

One job, one sheet: what was requested, what was done, parts and labor used, and the customer's sign-off.

| | | | |
|---|---|---|---|
| **Work order no.** | | **Customer** | |
| **Date opened** | | **Site address** | |
| **Priority** | Normal | **Contact / phone** | |
| **Assigned to** | | **Asset / serial no.** | |

## Problem reported / work requested

## Work performed

## Parts and materials

| Part no. | Description | Qty | Unit | Unit price | Amount |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

## Labor

| Date | Technician | Task | Hours | | Hourly rate | Amount |
|---|---|---|---|---|---|---|
| | | | | | | |
| | | | | | | |
| | | | | | | |
| | | | | | | |

**Completed on**

| | |
|---|---|
| **Parts** | $0.00 |
| **Labor** | $0.00 |
| **Sales tax rate** | 0.000% |
| **Total (USD)** | **$0.00** |

**Technician signature**

**Customer signature / date**

Whether labor and parts are taxable depends on the state and the type of work: confirm the rate before you enter it.