Work Order

Company		**Work order #**	
Customer		**Date**	
Address		**Due date**	
Phone		**Priority**	
Requested by		**Status**	Open
Assigned to		**Location / unit**	

Description of work

Labor	Technician	Hours	Rate	Amount
			Labor subtotal	**0.00**

Part / material	Part #	Qty	Unit cost	Amount
			Parts subtotal	**0.00**

Labor	0.00
Parts	0.00
Tax rate	0.0%
Tax on parts	0.00
Total	**0.00**

Work completed by		**Date**	
Customer signature		**Date**	

Amounts stay blank until both numbers on a line are filled in. Tax applies to parts only; edit the tax formula if your state taxes lab