

# HANDYMAN WORK ORDER

[Company Name]  
[Street Address]  
[City, State, Zip]  
[Phone] | [Email]

Work Order #: \_\_\_\_\_  
Date: \_\_\_\_\_  
PO #: \_\_\_\_\_

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## CLIENT / BILLING INFO

Company: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

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## JOB SITE LOCATION

Site Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Gate Code/Instructions: \_\_\_\_\_  
Site Contact: \_\_\_\_\_

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## SCOPE OF WORK / DESCRIPTION

Description of Labor / Materials	Qty/Hrs	Rate/Price	Total

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Labor Subtotal: \$ \_\_\_\_\_

Materials/Parts: \$ \_\_\_\_\_

Tax: \$ \_\_\_\_\_

TOTAL DUE: \$ \_\_\_\_\_

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Technician Signature

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Client Approval Signature

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**Terms:** Payment is due within [Number] days. All work completed to commercial standards. Materials remain property of [Company Name] until invoice is paid in full.