

# WORK ORDER / INVOICE

Handyman Service Name  
Address, City, State, Zip  
Phone: (555) 000-0000

Order #: \_\_\_\_\_

Date: \_\_\_\_\_

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## CUSTOMER INFORMATION

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

## JOB DETAILS

Start Date: \_\_\_\_\_

Completion Date: \_\_\_\_\_

Location: \_\_\_\_\_

## DESCRIPTION OF WORK

Service / Task Description	Hours/Qty	Rate	Total

## MATERIALS & SUPPLIES

Item Description	Qty	Unit Price	Total

Labor Total: \$ \_\_\_\_\_

Materials Total: \$ \_\_\_\_\_

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

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

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Handyman Signature

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Customer Signature (Approval of Work)