

# WORK ORDER / INVOICE

[Business Name]  
[Address Line 1]  
[City, State, Zip]  
[Phone] | [Email]

Date: \_\_\_\_\_  
Order #: \_\_\_\_\_  
Status:  Estimate  Invoice

## CLIENT INFORMATION:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Phone: \_\_\_\_\_

## JOB LOCATION:

Same as Client Address  
Address: \_\_\_\_\_  
Contact: \_\_\_\_\_

Description of Work / Materials	Qty/Hrs	Rate	Amount

Description of Work / Materials	Qty/Hrs	Rate	Amount
Subtotal		\$	
Tax		\$	
<b>TOTAL</b>		\$	

**Notes / Warranty Terms:**

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Customer Signature:

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Handyman Signature:

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Thank you for your business!