**Company Name**

123 Your Street

Your City, ST, 01234

Phone: 123-456-7890

***Work***

***Order***

Customer’s Order No.

Phone

Order Date

Order Taken By

Starting Date

Servicer

Bill To

Address

City - State - Zip

Job Name / Location

 Contract

 Day Work

 Extra

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Job Phone

 Not Home

 Paid Upon

 Completion

 Bill Total Due

Comments

Total Materials

Total Labor

TAX

TOTAL DUE

Date Completed

Work Ordered By

**DESCRIPTION OF WORK**

Signature\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I hereby acknowledge that work specified above has been satisfactorily completed.