General Information

|  |  |  |  |
| --- | --- | --- | --- |
| Project/Task Name: |  | | |
| Work Order Number: |  | Client/Customer Name: |  |
| Client/Customer Address: | City, State, ZIP Code, Country. | Phone Number & Email Address: |  |

Work Details

|  |  |  |  |
| --- | --- | --- | --- |
| Description of Work Completed: | (Provide a detailed description of the work completed, including any specific tasks, repairs, installations, or services provided.) | | |
| Location of Work: | (Specify the exact location where the work was performed.) | | |
| Start Date: |  | Completion Date: |  |

Materials Used

|  |  |  |  |
| --- | --- | --- | --- |
| **Material/Item** | **Quantity** | **Unit Price** | **Total Cost** |
| Example: Paint | 5 gallons | $25.00 | $125.00 |
| Example: Electrical Wire | 100 feet | $0.50 | $50.00 |
|  |  |  |  |
| Total Material Cost | | | $175.00 |

Labor Details

|  |  |  |  |
| --- | --- | --- | --- |
| Employee/Technician Name | Hours Worked | Hourly Rate | Total Cost |
| Example: John Doe | 8 | $20.00 | $160.00 |
| Example: Jane Smith | 6 | $25.00 | $150.00 |
|  |  |  |  |
| Total Labor Cost | | | $310.00 |

Total Cost

|  |  |  |  |
| --- | --- | --- | --- |
| Total Material Cost: | $[amount] | Total Labor Cost: | $[amount] |
| Other Costs: | $ (Specify any additional costs, e.g., travel, permits, etc.) | | |
| Total Project Cost: | $[amount] | [amount in words] | |

Client/Customer Approval

I hereby confirm that the work described above has been completed to my satisfaction.

|  |  |  |  |
| --- | --- | --- | --- |
| Printed Name: |  | | |
| Client/Customer Signature: | Signature | **Date:** | (DD/MM/YYYY) |

Contractor/Service Provider Confirmation

I hereby confirm that the work described above has been completed as specified and all relevant documentation has been provided to the client/customer.

|  |  |  |  |
| --- | --- | --- | --- |
| Printed Name: |  | | |
| Contractor/Service Provider Signature: | Signature | **Date:** | (DD/MM/YYYY) |

Comments/Notes

(Include any additional comments or notes regarding the work completion, follow-up actions, or client feedback.)

Attachments

(Attach any relevant documents, such as photos of completed work, inspection reports, or additional invoices.)