

Work order

Sheet number: _____
Date: _____

Customer and site

Customer	Phone
Email	Customer address
Site address	Time on site / time off site

Job requested

Work carried out

Materials

Description	Qty	Unit price (ex VAT)	Line total (ex VAT)

Labour

Description	Hours	Rate (ex VAT)	Total (ex VAT)

Labour	£
Materials	£
Subtotal (ex VAT)	£
VAT	£
Total	£

Notes and recommendations

☐ Follow-up visit needed

Sign-off

I confirm the above work has been completed.

Customer signature

Engineer signature

Name: _____
Date: _____

Name: _____
Date: _____