Work Order

YOUR LOGO HERE

[Your company slogan]

Date [Enter a date]
W.O. # [100]

[Your Company Name]
[Street Address]
[City, ST ZIP Code
Phone [000-000-0000]
Fax [000-000-0000]
[e-mail]

TO

[Name]
[Company Name]
[Street Address]
[City, ST ZIP Code]
Phone [000-000-0000]
Customer ID [ABC123]

JOB [Job Description]

Qty	Description	Unit Price	Line Total
		Subtotal	
		Sales Tax	
		Total	

Make all checks payable to [Your Company Name]

Thank you for your business!