

WORK ORDER FORM

FOR _____ JOB

Team Leader _____ Phone _____
Address _____ Zip _____
Client's Name _____ Phone _____
Address _____ Zip _____

WORK WRITE-UP

Area for Repair	Repairs	Materials Needed

Itemize Materials Needed on Back of Form

WORK COMPLETED

Please list all the separate jobs that were completed:

Walls: Paint _____ Y _____ N Repair _____ Y _____ N	Areas:
Ceiling: Paint _____ Y _____ N Repair _____ Y _____ N	Areas:
Roof: Repair _____ Y _____ N Replace _____ Y _____ N	Describe:
Plumbing: Repair _____ Y _____ N Replace _____ Y _____ N	Describe:
Painting: Exterior _____ Y _____ N Interior _____ Y _____ N	Describe:
Gutters: Removed _____ Y _____ N	Describe:
Siding: Repair _____ Y _____ N Replace _____ Y _____ N	Describe:
Windows: Repair _____ Y _____ N Replace _____ Y _____ N	Describe:
Floors: Repair _____ Y _____ N Replace _____ Y _____ N	Describe:
Miscellaneous Interior:	
Miscellaneous Exterior (includes tuckpoint, foundations, etc.):	