

PDF Electrical Work Order Template Example

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Company Name
 123 Company Address Drive
 Fourth Floor, Suite 412
 Company City, NY 11101
 321-654-9870
 Email Address

Your Logo

ELECTRICAL WORK ORDER

Client Name	Jason Desjardins	Work Order Date	11/09/20XX	Work Order Number	0056789
Client Phone	555-876-5432	Expected Start Date	11/10/20XX	Expected End Date	11/10/20XX
Client Email	Jason@email.com	Service Location			
Order Received By	Sarah Goodwin	3345 Oak Avenue, Apt 2A, Seattle, WA 98101			

Job Description	Jason reported that several electrical outlets in his living room are not working, and he suspects a circuit breaker issue. He has also requested installation of a new ceiling fan in the bedroom.
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Labor Description	Priority	Hours	Amount
Breaker Inspection and Repair; \$75.00/hour	High	1.5	\$112.50
Fan Installation; \$75.00/hour	Medium	2.5	\$187.50
Labor Total			\$300.00

Materials Description	Quantity	Price per Unit	Amount
Ceiling Fan	1	\$120.00	\$120.00
Circuit Breaker Replacement Kit	1	\$50.00	\$50.00
Electrical Wiring (10 feet)	1	\$10.00	\$10.00
Materials Total			\$180.00

Contractor Signature	
Date of Contractor Signature	11/10/20XX
Approving Party Name and Title	Jason Desjardins, Tenant
Approving Party Signature	
Date of Approval	11/10/20XX

Subtotal	\$480.00
Tax Rate %	8.00%
Total Tax	\$38.40
Other	—
Total	\$518.40

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Total Tax	
Other	
Total	



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