|  |  |
| --- | --- |
| **Your Business Name**  *Your Business Slogan* | WORK ORDER |

|  |  |
| --- | --- |
| Your Business Address  City, State ZipCode  Phone (555) 555-1212 Fax (555) 555-1313 | **DATE:** March 18, 2015  **WO #** 1000  **PO #** - |

|  |  |
| --- | --- |
| **BILL TO:**  Name  Company Name  Street Address  City, State ZipCode  Phone | **Ordered By:** (person ordering)  **JOB #** -  **FOR JOB:**    (Describe the services and products delivered and completed.)    **ON:** (Date work order was performed.) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Description** | **Hrs / Qty** | **Rate / $ Each** | **Taxed** | **Amount** |
|  |  |  | **X** | **$ 1,000.00** |
|  |  |  |  | **2,000.00** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  | Subtotal | **$ 3,000.00** |
|  |  |  | Taxable Total | **$ 1,000.00** |
|  |  |  | Tax Rate | **7.00%** |
|  |  |  | Total Tax | **$ 70.00** |
|  |  |  | Other | **$ -** |
|  |  |  | **TOTAL** | **$ 3,070.00** |

**Make all checks payable to: (Your Company Name)**

Total due in \_\_\_ days. Overdue accounts subject to a service charge of \_\_\_% per month.

**Thank you for your business!**