



ServiceTitan®

# Electrical

# Work Order Template

## WHAT IS A WORK ORDER USED FOR

A work order outlines responsibilities between the client and your business. The document should also outline payment arrangements.



## WHAT IT LOOKS LIKE

A work order will include:



### RESPONSIBILITIES

Detailed description of the contractor's exact responsibilities for the term of the estimate and the location of work.



### TIME

Time length of the agreement with provisions written on how the agreement can be terminated early.



### PAYMENT

Payment arrangements, including payment terms and amounts.

## DOWNLOAD THE TEMPLATE

Fill out the form below and download this **free template** to start using for your business today.

# YOUR CONTACT INFORMATION

YOUR LOGO HERE

QTY	ITEM	UNIT	AMOUNT
TOTAL MATERIALS			

# CUSTOMER INFORMATION

Job Name: .....

Address: .....

Phone Number: .....

Make: ..... Model: ..... Serial #: .....

Date Ordered: ..... Date Scheduled: .....

WARRANTY     CONTRACT     SERVICE CONTRACT

JOB DESCRIPTION				SERVICE	
LABOR	HRS	RATE	AMOUNT		
TOTAL LABOR				TOTAL MATERIALS	
RECOMMENDATIONS				TOTAL LABOR	
				TAXES	
				OTHER CHARGES	
				TOTAL	

## YOUR CONTACT INFORMATION

YOUR LOGO HERE

## PAYMENT INFORMATION

Customer Name:

Email:

Address:

Home Phone:

City:

State:

Zip Code:

Cell Phone:

Credit Card Type:

Visa

MasterCard

American Express

Discover

Name as Appears on Credit Card:

Credit Card #:

Expiration Date: (mm/yyyy)

Security Code: 3 Numbers on Back of Card

Full Payment: \$

Monthly Payment: \$

Start Billing on :

Cardholder Signature:

Date: (mm/yyyy)

## ACCEPTED BY:

Signature

Date:

**Limited Warranty:** All raw materials, parts and equipment provided by us and installed in conjunction with the Work outlined above, if any, are warrantied by the Manufacturer or Suppliers for One (01) year unless indicated otherwise in writing.

**Labor Warranty** will be for a term of 1 year from the completion of work outlined above unless indicated in writing. All work to be completed in a workmanlike manner according to standard practice and code compliance.

### Terms and Conditions

I, the undersigned, have full authority to order the Work outlined above of which Work has been completed to my complete satisfaction.