

SERVICE REQUEST TEMPLATE

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WORK ORDER

CLIENT NAME		ORDER NUMBER	
CLIENT PHONE		CUSTOMER ID	
CLIENT EMAIL		ORDER RECEIVED BY	
ORDER DATE		EXPECTED START DATE	

WORK AUTHORIZED BY		SIGNATURE	
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WORK DESCRIPTION			
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ADDITIONAL COMMENTS			
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SERVICE AND LABOR DESCRIPTION	HOURS	RATE	AMOUNT
		LABOR TOTAL	

PARTS AND MATERIALS DESCRIPTION	QUANTITY	PRICE PER UNIT	AMOUNT
		MATERIAL TOTAL	

WORK ORDER COMPILED BY	
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CLIENT APPROVAL NAME AND TITLE	
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APPROVING PARTY SIGNATURE	
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DATE OF APPROVAL	
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enter tax rate

enter other cost

SUBTOTAL	
TAX RATE %	
TOTAL TAX	
OTHER	
TOTAL	