

IT WORK ORDER

CONTRACTOR

COMPANY: _____
ATTN: _____
ADDRESS: _____
CITY, STATE: _____
ZIP: _____
PHONE: _____
E-MAIL: _____

CLIENT

COMPANY: _____
ATTN: _____
ADDRESS: _____
CITY, STATE: _____
ZIP: _____
PHONE: _____
E-MAIL: _____

PAYMENT

Down Payment: \$ _____
Payment is Due: _____
Total Amount: \$ _____
Payment is Due: _____

SCHEDULE

Date: _____, 20____
Work Order No.: _____
Start Time (if any): ____:____ ☐ AM ☐ PM
End Time (if any): ____:____ ☐ AM ☐ PM

SERVICE	HOURS	RATE (\$/HR)	AMOUNT (\$)
TOTAL			

HARDWARE / SOFTWARE	QUANTITY	UNIT PRICE	AMOUNT (\$)
SUBTOTAL			

IN WITNESS WHEREOF, the Client agrees to pay the total amount when payment is due for the services requested and products / materials used. The Contractor agrees to provide the services in exchange for the total amount.

CLIENT'S SIGNATURE _____

Date _____

CONTRACTOR'S SIGNATURE _____

Date _____

SUBTOTAL	
DISCOUNT	
TAX / VAT	
TOTAL	

