

Work Order Format

Company Name:

Address:

Phone No.:

Email ID:

GSTIN No.:

License No.:

Client Name:

Address:

Phone No.:

Email ID:

Order No.:

Customer Id:

Order Received By:

Order Date:

Expected Start
Date:

Expected End
Date:

Work Authorized By:

Signature:

Work
Description:

Sl. No.	Description	QTY	Price /Unit	Disc (₹)	GST (%)	Amount
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I Parts & Material Costs

Total

II Services & Labour Costs

Total

The Estimated Value For Your Building(I+II)

Work Order
Complied By:

Date of
Approval:

Client
Name & Title:

Company seal & signature

Additional Comments:



SLEEK BILL
BILLING MADE EASIER