

LANDSCAPING WORK ORDER/INVOICE

YOUR COMPANY NAME

Address
CITY, STATE, ZIP CODE
Phone Number
Advertising Line

001001

TO

DATE OF ORDER	HOME TEL.
ORDER TAKEN BY	WORK TEL.
CUSTOMER ORDER NO.	STARTING DATE
JOB NAME / NO. / LOCATION	

TERMS:

INVOICE DATE	JOB TEL.
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CHECKMARKS DENOTE: WORK COMPLETED WORK TO BE DONE

SEASONAL CONTRACT REPEAT
 ONE TIME JOB

PREPARATION	PLANTING	MULCHING	EDGING/BORDERS	PRUNING/TRIMMING	FERTILIZING
DESIGN/PLANNING	SHRUBS				
GRADING	HEDGES				
SOIL PREPARATION	TREES				
	FLOWERING PLANTS				

LAWN INSTALLATION	DESCRIPTION OF WORK
SOD	
SEEDING	

LAWN MAINTENANCE	LABOR	HRS.	RATE	AMOUNT
MOWING				
FERTILIZING				
LIME				
RAKING				
AERIFICATION				
THATCHING				
INSECT/WEED CONTROL				
HYDROSEEDING				
	TOTAL LABOR			

MASONRY & STONEMWORK	QTY	DESCRIPTION/MATERIALS USED	UNIT	AMOUNT
STONE WALL				
STAIRS				
TERRACING				
WALKWAY				
PATIO				
	TOTAL MATERIALS			

MISCELLANEOUS	WORK ORDERED BY	TOTAL LABOR	TOTAL MATERIALS	TAX
SPRING/FALL CLEANUP				
ROTOTILLING				
POST HOLE DIGGING				
STUMP REMOVAL/GRINDING				
MISC. TREE WORK				
DEBRIS REMOVAL				
	I hereby acknowledge the satisfactory completion of the above described work.			
	SIGNATURE _____ DATE _____			
		TOTAL		