

# YOUR COMPANY NAME

Address  
 City State Zip  
 Phone and Fax  
 Advertising Line

NAME				DATE OF ORDER	
ADDRESS				PHONE	
				DATE PROMISED	
JOB NAME / LOCATION				ORDER TAKEN BY	
DESCRIPTION OF WORK				<input type="checkbox"/> DAY WORK <input type="checkbox"/> CONTRACT <input type="checkbox"/> EXTRA	
QUAN.	DESCRIPTION			PRICE	AMOUNT
LABOR	HOURS	RATE	AMOUNT	TOTAL MATERIALS	
				TOTAL LABOR	
WORK ORDERED BY			DATE COMPLETED	TAX	
123456	I HEREBY ACKNOWLEDGE THE SATISFACTORY COMPLETION OF THE ABOVE WORK.			TOTAL	
SIGNATURE:					



*Thank You*