|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Work Order Format** | | | | | | | | |
| **Company Name:** | | | | | | |  | |
| Address: | | | | | | |
|  | | | | | | |
| Phone Number: | | | | | | |
| Email ID: | | | | | | |
| GSTIN Number: | | | | | | |
| License Number: | | | | | | |
|  | | | | | | | | |
| **Client Name:** | | | | | | **Order Number:** | |  |
| Address: | | | | | | Customer Id: | |  |
|  | | | | | | Order Received By: | |  |
| Phone No.: | | | | | |  | |  |
| Email ID: | | | | | |  | |  |
|  | | | | | | | | |
| Order Date: | | | Expected Start  Date: | | | Expected End  Date: | | |
| Work Authorized By: | | | | | Signature: | | | |
| Work  Description: | | |  | | | | | |
|  |
|  |
| **Sl. No.** | **Description** | | | **QTY** | **Price /Unit** | **Disc (₹)** | **GST (%)** | **Amount** |  |
| **I** | **Parts & Material Costs** | | | | | | | |  |
|  |  | | |  |  |  |  |  |  |
|  |  | | |  |  |  |  |  |  |
|  | **Total** | | |  |  |  |  |  |  |
| **II** | **Services & Labour Costs** | | | | | | | |  |
|  |  | | |  |  |  |  |  |  |
|  |  | | |  |  |  |  |  |  |
|  | **Total** | | |  |  |  |  |  |  |
| **The Estimated Value For Your Building** | | | | | | | |  |  |
|  |
| **Work Order  Complied By:** | |  | | | | **Company seal & signature** | | |  |
|  |
|  | | | | | |  |
| **Date of  Approval:** | |  | | | |  |
|  |
| **Client Name & Title:** | |  | | | |  |
|  |
| **Additional Comments:** | | | | | | | | |  |
|  |
|  |

[](https://mybillbook.in/)