|  |
| --- |
| **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:** |  |  |
|  |
| **ClientName & Title:** |  |  |
|  |
| **Additional Comments:** |  |
|  |
|  |

