Work order

[Business name] · [license number] · [phone]
Work order #[3001] · Date: [date]
Client: [name] · [phone]
Site: [address] · Access: [gate code, pets, parking] · Panel: [location]
Requested: [what the client asked for]
Found: [what you saw, including anything unsafe]
Work done: [task] · Circuit: [breaker number, amps]
Parts used: [part, rating] × [qty]
Tested: [test and result]
Permit: [number] · Inspection: [date]
Time on site: [start]-[finish] · Follow-up: [what's next]
Customer signature: _____ Date: _____

TASK OR PART	QUANTITY	NOTES