# Work order

Sample work order #4125 from Example Handyman Co. for Jordan Sample, 123 Main Street, Anytown, April 22. Made-up business, client and job.

| TASK OR PART | QUANTITY | NOTES |
|---|---|---|
| 1. Hang shelves, garage wall | 3 | Into studs with lag screws |
| 2. Mount TV, living room | 1 | Bracket into two studs; cables left tidy |
| 3. Replace closet door track, hall | 1 | Door now slides freely |
| 4. Re-caulk tub surround | 1 | Old caulk cut out first |
| 5. Fix running toilet (added on site) | 1 | Flapper replaced; asked for at lunch |
| Shelf brackets | 6 | |
| Closet door track kit | 1 | Bought on the way |
| Silicone caulk | 1 tube | |
| Toilet flapper | 1 | From a store run during the job |
| Time on site | 5 hours | 9:00 to 2:00, including one store run |
| Not done: ceiling light swap | 1 | Client still choosing the fixture |
| Follow-up | 1 visit | Return when the fixture arrives |