Work order

Sample work order #6034 from Example Landscaping Co. for Jordan Sample, 123 Main Street, Anytown, April 9. Made-up business, client and job.

TASK OR PART	QUANTITY	NOTES
Spring cleanup, front and back beds	1	Leaves and dead growth cleared
Perennials and ornamental grasses cut back	14 plants	
Bed edging	160 ft	Sprinkler heads flagged first
Hardwood mulch, 2 to 3 in deep	4 cubic yards	Kept off tree trunks
Pre-emergent applied to beds	1	Product and area written on the paper copy
First mow of the season	1	Cut at 3.5 in
Debris hauled away	12 bags	Taken to the green waste site
Sprinkler head found cracked, zone 2	1	Photographed; not replaced
Time on site	6 hours	7:30 to 1:30
Photos	8	Each bed before and after, plus the cracked head
Follow-up	1 visit	Replace the sprinkler head; weekly mowing starts April 16