Work order

[Business name] · [phone] · [email]
Work order #[1001] · Date: [date]
Client: [name] · [phone]
Site: [address] · Access: [gate code, pets, parking]
Requested: [what the client asked for, in their words]
Work done: [task] · [task] · [task]
Parts used: [part] × [qty] (one line each)
Time on site: [start]-[finish]
Photos: [before and after, how many]
Follow-up: [what's left, and when]
Customer signature: _____ Date: _____

TASK OR PART	QUANTITY	NOTES