Work order

Sample work order #1042 from Example Contracting Co. for Jordan Sample, 123 Main Street, Anytown, May 6. Made-up business, client and job.

TASK OR PART	QUANTITY	NOTES
Replace rotted window sill, back bedroom	1	Old sill and lower trim cut out; new PVC sill fitted and caulked
Reset loose deck railing post	1	Post bolted through the rim joist
Refasten downspout, northeast corner	1	Two new straps; bent elbow replaced
PVC sill stock	4 ft	From our stock
Carriage bolts, 1/2 in × 6 in, with washers and nuts	2	Galvanized
Downspout straps	2	Matched to the existing color
Downspout elbow, 2 × 3 in	1	
Exterior caulk	1 tube	Paintable
Time on site	3.5 hours	Arrived 8:30, finished 12:00
Before and after photos	6	Sill, post and downspout
Follow-up	1 visit	Prime and paint the new sill next week, once the caulk has cured