Work order

Illustrative completed example · USD where amounts are shown

Work order / date
WO-001 / 14 October 2026

Customer / site contact
Sample customer · Contact to be confirmed

Site / access arrangements
Utility room; customer to clear the work area

Assigned person / scheduled visit
Crew lead · Visit to be agreed

Authorised scope / reference
Fit two shelves under accepted estimate EST-001

Materials / equipment
Specified shelves, approved fixings and protection

Job-specific precautions
Review site conditions and the agreed safe method before work

Completion / defects notes
Record work completed and any follow-up items

Customer sign-off / date

Task	Owner	When	Status
Protect work area	Crew lead	Before fitting	Not started
Fit specified shelves	Installer	During visit	Not started
Clean and inspect	Crew lead	Before handover	Not started

A task record, not an invoice or a substitute for the project's safety documentation.

Free template from Construction Job Estimator
constructionjobestimator.com/templates/work-order/