Construction Project Work Order Form

Project and Work Order Information

•	Project Name:
•	Work Order Number:
•	Client Name:
•	Contractor Name:

Work Description Table

Task Description	Resources Needed	Start Date	Completion Date

Cost Estimate Table

Category	Estimated Cost	Approved By
Labor		
Materials		
Equipment		
Other Expenses		

Approval Section
\square I agree to the terms of the project and work order as mentioned.
Client Signature:
Date:
Contractor Signature:
Date: