

Job Order Template

PROJECT INFORMATION

Project Name

Job Order No.

Date

Client Name

Contact Person

Contact Info

SCOPE OF WORK

TASKS / ITEMS

Description	Qty	Unit	Unit Price	Total
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

REMARKS / NOTES

Prepared By

Name & Signature
Approved By

Name & Signature
Received By

Name & Signature

