[YOUR LOGO]

ELECTRICAL WORK ORDER & INVOICE

[BUSINESS NAME]
[Street address], [City, State ZIP]
[Phone] · [Email]
Electrical license # (if required): [NUMBER]

Work order #	[WO NUMBER]
Date	[DATE]
Customer PO / WO #	[IF GIVEN]
Estimate #	[IF ANY]

PART 1 · WORK ORDER

Fill in and get a signature before you start

BILL TO

[CUSTOMER NAME]
[Address], [City, State ZIP]
[Phone] · [Email]

JOB SITE

Address: _____
Contact on site: _____
Access / panel location: _____

PROBLEM REPORTED / WORK REQUESTED (in the customer's words)

_____

_____

WORK AUTHORIZED

_____

_____

☐ Flat price $_____ ☐ Hourly at $____/hr ☐ Service call fee $____ Call before going over $_____

Permit: ☐ Not required ☐ Required — permit # _____ ☐ Inspection scheduled _____

Customer authorization: _____ **Date:** _____ **Electrician:** _____

PART 2 · ON THE JOB

Record time and any changes as you go

DATE	ELECTRICIAN	TIME IN	TIME OUT	HRS

CHANGES APPROVED ON SITE

_____

_____

Customer initials: _____ **Added cost:** _____

WORK PERFORMED / WHAT WAS FOUND

_____

_____

Recommended, not done: _____

PART 3 · INVOICE

Price it up when the work is done

DESCRIPTION	QTY / HRS	RATE	AMOUNT
LABOR			
[Job and location — e.g. Replace 3 countertop outlets with GFCI, kitchen]			
MATERIALS			
[Item — e.g. 20A single-pole breaker]			
FEES			
Service call fee			
Permit / inspection fee (at cost, permit # _____)			

COMPLETION

Work above completed and area left clean. Customer-supplied equipment is installed, not sold or warranted by us.

Customer signature: _____

Date: _____ **Warranty:** _____

Pay by: [Card / pay link / check / other]

Subtotal	
Sales tax (if applicable) ____ %	
TOTAL	
Deposit / paid	
Balance due	
Due date	