

[Street address, city, state ZIP]
[Phone] · [Email] · [Website]
License # [your electrical license number]

Work order # [0001]
Date [MM/DD/YYYY]
Quote # [if there was one]
Scheduled [Date — start time — and how long
the power is off]
Assigned to [Electrician]
Permit # [if the job needs one · inspection date]

[Customer name]
[Phone] · [Email]
[Billing address, if different from the job site]

- [Street address, city, state ZIP]
- [Where the panel, the meter or the work is]
- [Existing — panel size, spaces, what's there now]
- [New — panel, circuit or fixture, per the quote]
- [Utility booking, if the meter is pulled]
- [Access, parking, pets, who'll be home]

[illegible]

WORK REQUESTED

[The job in the customer's words, and what's on the quote]

NOT INCLUDED

[Existing wiring not to code, drywall, extra circuits — quote it separately if you find it]

MATERIALS TO LOAD

[Everything on the truck before you leave the shop]

POWER-OFF WINDOW AND UTILITY

[When the power goes off and for how long · utility disconnect and reconnect times · who tells the customer]

COMPLETION

[Completed by] — [date] · [time on site] · [every circuit labeled] · [before / after photos] · [inspection result]

Free template from zarla.com/guides/electrical-work-order-template. Replace every [bracketed] line and delete the rows you don't need. The quote before it and the invoice after it can go out from Zarla, the same dashboard as your electrical website; the accepted quote's lines become the invoice's: zarla.com/features/quoting-software