

[Street address, city, state ZIP]
[Phone] · [Email] · [Website]

Work order # [0001]
Date [MM/DD/YYYY]
Quote # [if there was one]
Scheduled [Date — and the start time]
Crew lead [Name]

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

- [Street address, city, state ZIP]
- [Lot size, which beds, which areas]
- [Gate, code, pets, who'll be home]
- [Irrigation, utilities, anything to flag or avoid]
- [Where the debris goes]

Balance to collect on completion

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

[Gutters, tree work, plantings, irrigation — quote it separately if you're asked]

[Mulch by the yard, plants by the count, the tools — everything on the trailer before you leave]

SITE NOTES

[Irrigation heads, the gate, the dog, where clippings go · the yards spread and hours worked, written on the day]

COMPLETION

[Completed by] — [date] · [time on site] · [gate shut] · [debris off site] · [before / after photos] · [anything to quote next season]

Free template from zarla.com/guides/landscaping-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 landscaping website; the accepted quote's lines become the invoice's: zarla.com/features/quoting-software