

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

Work order # [0001]
Date [MM/DD/YYYY]
Quote # [if there was one]
Scheduled [Date — and the start time]
Assigned to [Technician]
Permit # [if the job needs one]

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

[Street address, city, state ZIP]
[Where the work is — which bathroom, basement, crawl
space]
[Water shut-off and gas shut-off locations]
[Access, parking, pets, who'll be home]

[illegible]

Balance to collect on completion

WORK REQUESTED

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

NOT INCLUDED

[What's not part of this job — quote it separately if you find it]

MATERIALS TO LOAD

[Everything on the truck before you leave the shop]

SHUT-OFFS AND TESTS

[Where to shut off water and gas · what to test before you leave · the readings]

COMPLETION

[Completed by] — [date] · [time on site] · [old unit removed] · [model and serial recorded] · [before / after photos taken]

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