

[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]
Assigned to [Technician or crew lead]

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

[Street address, city, state ZIP]
[Access, parking, pets, who'll be home]

Balance to collect on completion

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

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

[Completed by] — [date] · [time on site] · [before / after photos taken]

Free template from zarla.com/guides/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 website; the accepted quote's lines become the invoice's:

zarla.com/features/quoting-software