

Job Order Form

Client Information

Client Name	<input type="text"/>
Contact Number	<input type="text"/>
Email Address	<input type="text"/>
Project Location	<input type="text"/>

Job Details

Description of Work	<input type="text"/>
Start Date	<input type="text"/>
Expected Completion	<input type="text"/>
Special Instructions	<input type="text"/>

Cost Estimation

Item/Service	Quantity	Unit Cost	Subtotal
e.g. Materials	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Estimated Cost			<input type="text"/>

Approval

Prepared by	<input type="text"/>
Date	<input type="text"/>
Signature	<input type="text"/>