

# Job Order Form – Construction Project

A **job order form sample** for construction projects streamlines task assignments and resource management, ensuring clarity and efficiency. It includes essential details like project scope, materials, labor, and timelines to keep the project on track. Using a standardized form helps construction teams coordinate and track work progress effectively.

## Project Information

|               |                      |      |                      |
|---------------|----------------------|------|----------------------|
| Job Order No. | <input type="text"/> | Date | <input type="text"/> |
| Project Name  | <input type="text"/> |      |                      |
| Location      | <input type="text"/> |      |                      |
| Client/Owner  | <input type="text"/> |      |                      |

## Scope of Work

## Resources Required

| Material/Equipment   | Quantity             | Unit                 | Remarks              |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

## Manpower/Labor Assignment

| Position             | Name                 | No. of Personnel     | Work Hours           |
|----------------------|----------------------|----------------------|----------------------|
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |
| <input type="text"/> | <input type="text"/> | <input type="text"/> | <input type="text"/> |

## Timeline/Schedule

|            |                      |          |                      |
|------------|----------------------|----------|----------------------|
| Start Date | <input type="text"/> | End Date | <input type="text"/> |
|------------|----------------------|----------|----------------------|

## Approval

|             |                      |      |                      |
|-------------|----------------------|------|----------------------|
| Prepared By | <input type="text"/> | Date | <input type="text"/> |
| Approved By | <input type="text"/> | Date | <input type="text"/> |

*Note: This is a sample template for reference only. Fields can be customized as per project requirements.*