

YOUR COMPANY NAME

Address
CITY, STATE, ZIP CODE
Phone Number

TO:

LANDSCAPING

Work Order/Invoice

DATE OF ORDER	HOME TEL.
ORDER TAKEN BY	WORK TEL.
CUSTOMER ORDER NO.	<input type="checkbox"/> SEASONAL CONTRACT <input type="checkbox"/> REPEAT
STARTING DATE	<input type="checkbox"/> ONE TIME JOB <input type="checkbox"/> _____
JOB NAME / NO.	
JOB LOCATION	
INVOICE DATE	JOB TEL.

TERMS:

CHECKMARKS DENOTE: WORK COMPLETED WORK TO BE DONE

PREPARATION		PLANTING	MULCHING	EDGING/BORDERS	PRUNING/TRIMMING	FERTILIZING		
> DESIGN / PLANNING	SHRUBS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
GRADING	HEDGES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SOIL PREPARATION	TREES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
LAWN INSTALLATION		FLOWERING PLANTS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
SOD	DESCRIPTION OF WORK							
SEEDING								
LAWN MAINTENANCE		LABOR				HRS.	RATE	AMOUNT
MOWING								
FERTILIZING								
LIME								
RAKING								
AERIFICATION								
> THATCHING								
INSECT AND WEED CONTROL								
HYDROSEEDING								
						TOTAL LABOR		
	QTY.	MATERIAL			UNIT	AMOUNT		
MASONRY & STONEMWORK								
STONE WALL								
STAIRS								
> TERRACING								
WALKWAY								
PATIO								
WATER FEATURES								
INSTALL POND								
INSTALL WATER FOUNTAIN								
INSTALL SPRINKLER SYSTEM								
IRRIGATION AND DRAINAGE								
MISCELLANEOUS		WORK ORDERED BY				TOTAL MATERIALS		
SPRING / FALL CLEANUP	I hereby acknowledge the satisfactory completion of the above described work.				TOTAL LABOR			
ROTOTILLING								
POST HOLE DIGGING								
STUMP REMOVAL & GRINDING								
MISC. TREE WORK	X _____				TAX			
DEBRIS REMOVAL	SIGNATURE				DATE			
Thank You!						TOTAL		

