

Landscaping Work Order

Work order information	
Work order #	
Priority level	
Date issued	
Assigned to	
Requested by	

Work details			
Type of work (check all that apply)			
☐	Aerating	☐	Raking
☐	Fertilizing	☐	Salting
☐	Hedge trimming	☐	Seeding
☐	Litter pickup	☐	Sod installation
☐	Mowing	☐	Storm cleanup
☐	Mulching	☐	Tree trimming
☐	Pest control	☐	Watering
☐	Planting	☐	Weed control
☐	Plow snow	☐	Weed eating
☐	Pressure wash	☐	Other:

Work status	
☐	Complete
☐	Not complete

Technician notes

Work location	
Address	
Area/section	

Expenses			
Parts and materials	Part #	Qty	Amount
Parts and materials total			

Labor	Hours	Rate	Amount
Labor total			
Parts and materials total			
Other			
Tax			
Total			

Supervisor approval		
Name	Signature	Date