LANDSCAPING
Work Order/Invoice

BILL TO

- _____
- _____
- _____

DATE OF ORDER	HOME PHONE NO.
ORDER TAKEN BY	WORK PHONE NO.
CUSTOMER ORDER NO.	☐ SEASONAL CONTRACT ☐ REPEAT
STARTING DATE	☐ ONE TIME JOB ☐ _____
JOB NAME/NO.	
JOB LOCATION	
INVOICE DATE	JOB PHONE NO.

DESCRIPTION	TO BE DONE	COMPLETED
PREPARATION		
DESIGN / PLANNING	☐	☐
GRADING	☐	☐
SOIL PREPARATION	☐	☐
	☐	☐
LAWN INSTALLATION		
SOD	☐	☐
SEEDING	☐	☐
	☐	☐
	☐	☐
LAWN MAINTENANCE		
MOWING	☐	☐
FERTILIZERS	☐	☐
LIME	☐	☐
RAKING	☐	☐
AERIFICATION	☐	☐
THATCHING	☐	☐
INSECT AND WEED CONTROL	☐	☐
HYDROSEEDING	☐	☐
	☐	☐
	☐	☐
	☐	☐
MASONRY & STONEWORK		
STONE WALL	☐	☐
STAIRS	☐	☐
TERRACING	☐	☐
WALKWAY	☐	☐
PATIO	☐	☐
	☐	☐
	☐	☐
WATER FEATURES		
INSTALL POND	☐	☐
INSTALL WATER FOUNTAIN	☐	☐
INSTALL SPRINKLER SYSTEM	☐	☐
IRRIGATION AND DRAINAGE	☐	☐
	☐	☐
	☐	☐
MISCELLANEOUS		
SPRING / FALL CLEANUP	☐	☐
ROTOTILLING	☐	☐
POST HOLE DIGGING	☐	☐
STUMP REMOVAL & GRINDING	☐	☐
MISC. TREE WORK	☐	☐
DEBRIS REMOVAL	☐	☐
	☐	☐
	☐	☐

ITEMS	PLANTING		MULCHING		EDGING/BORDERS		PRUNING/TRIMMING		FERTILIZING	
	TO BE DONE	COMPLETED	TO BE DONE	COMPLETED	TO BE DONE	COMPLETED	TO BE DONE	COMPLETED	TO BE DONE	COMPLETED
SHRUBS	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
HEDGES	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
TREES	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
FLOWERING PLANTS	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

DESCRIPTION OF WORK

LABOUR	HRS.	RATE	AMOUNT
		TOTAL LABOUR	

QTY.	MATERIAL	UNIT	AMOUNT

WORK ORDERED BY:

TERMS:

I HEREBY ACKNOWLEDGE THE SATISFACTORY COMPLETION OF THE ABOVE DESCRIBED WORK.

SIGNATURE _____ DATE _____

TOTAL MATERIALS	
TOTAL LABOUR	
GST	
PST	
TOTAL	

Proof Proof

ADDITIONAL MATERIALS

QTY	DESCRIPTION	UNIT	AMOUNT	QTY	DESCRIPTION	UNIT	AMOUNT
	TOTAL MATERIALS				**TOTAL MATERIALS**		

JOB COST RECORD

QTY	DESCRIPTION	UNIT	COST	QTY	DESCRIPTION	UNIT	COST

TIME AND LABOUR RECORD

TECHNICIAN	DATE	IN	OUT	IN	OUT	HOURS	RATE	COST

OTHER JOB EXPENSES

DESCRIPTION	COST
TOTAL OTHER JOB EXPENSES	

TOTAL LABOUR	
TOTAL MATERIALS	
TOTAL OTHER JOB EXPENSES	
TOTAL COSTS	
TOTAL SELLING PRICE	
LESS TOTAL COSTS	
GROSS PROFIT	
LESS OVERHEAD COSTS _____ % OF SELLING PRICE	
NET PROFIT	