

LANDSCAPE

Work Order Template

WHAT A **WORK ORDER** IS USED FOR

Using a work order ensures clear communication with clients by acting as a single source of truth for a project's scope of work and costs. It also provides a uniform process for changing existing contracts.



EVERY **WORK ORDER** SHOULD INCLUDE

MATERIAL COSTS

Provide a detailed breakdown of a project's required supplies

LABOR COSTS

Give specifics about the amount of crew and hourly cost

SPECIFIC TASKS

Describe the comprehensive scope of work, including special requests, upsells, and add-ons

DOWNLOAD THE TEMPLATE

Standardize your landscaping workflow by using this **template** to describe the work to be done for every property on your schedule.

CLIENT NAME:		DATE:	
JOB ADDRESS:		EST. COMPLETION DATE:	
PHONE NUMBER:			
EMAIL:		JOB NUMBER:	
JOB DESCRIPTION			

LANDSCAPING SERVICES

SERVICE CATEGORY	SUB-CATEGORY	DESCRIPTION	QUANTITY	UNIT COST	TOTAL COST
Design/Planning	Landscape Design				
	Hardscape Design				
	Soil Preparation				
	Grading				
Installation	Sod				
	Seeding				
Maintenance	Mowing				
	Edging				
	Fertilizing				
	Weed Control				
	Aeration				
Hardscaping	Masonry				
	Deck				
	Patio				
	Stairs				
	Walkways				
Miscellaneous	Spring Cleanup				
	Fall Cleanup				
	Pest Control				
	Stump Removal				

TREE, SHRUB, AND FLOWER CARE

SERVICE	INSTALLATION	PRUNING	MULCHING	DISEASE TREATMENT	EDGING	FERTILIZING
Tree Care						
Shrub Care						
Hedge Care						
Flower Care						

LABOR COSTS

CREW	HOURS WORKED	HOURLY RATE	TOTAL AMOUNT

MATERIALS COST

MATERIAL	QUANTITY	UNIT COST	TOTAL COST

TOTAL COSTS

COST TYPE	AMOUNT	NOTES:
Labor		
Materials		
Tax		
Total Amount		

AUTHORIZATION:

CLIENT SIGNATURE:

DATE: