

Electrical Work Order

Free template — AceWatt CRM for electricians

Work Order #: _____

Date Issued: _____

Issued By: _____

Status	<input type="checkbox"/> New <input type="checkbox"/> Scheduled <input type="checkbox"/> In Progress <input type="checkbox"/> Completed <input type="checkbox"/> Invoiced
Priority	<input type="checkbox"/> Routine <input type="checkbox"/> Urgent <input type="checkbox"/> Emergency

CUSTOMER

Customer Name	
Phone	
Email	
Billing Address	
Service Address	
Property Type	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> Industrial
Site Contact	

JOB DETAILS

Job Type	<input type="checkbox"/> Service Call <input type="checkbox"/> Panel Upgrade <input type="checkbox"/> EV Charger <input type="checkbox"/> Remodel Rough-In <input type="checkbox"/> Troubleshoot <input type="checkbox"/> Inspection <input type="checkbox"/> Other
Brief Description	
Scope Of Work	<div style="border: 1px solid #ccc; height: 40px;"></div>
Permits	<input type="checkbox"/> Required Permit #: _____ Inspection: <input type="checkbox"/> Required
PPE / Safety	Lockout / Tagout: <input type="checkbox"/> Required Notes: _____

CREW & SCHEDULE

Lead Electrician		Helper / Apprentice	
Scheduled Start		Estimated Duration	
Actual Start		Actual End	

MATERIALS

#	Description	Qty	Unit Cost	Line Total
1				
2				
3				
4				
5				

#	Description	Qty	Unit Cost	Line Total
6				
7				
8				
Materials Subtotal				

LABOR

Role	Hours	Rate	Total
Lead Electrician			
Helper / Apprentice			
Labor Subtotal			

CHARGES

Materials Subtotal	
Labor Subtotal	
Other (trip / permit / disposal / equipment)	
Subtotal	
Tax	
TOTAL DUE	

JOB WALK NOTES

PHOTOS / ATTACHMENTS

#	Description	Reference ID
1		
2		
3		

CUSTOMER APPROVAL

Approval Method	<input type="checkbox"/> Signature On Site <input type="checkbox"/> Email <input type="checkbox"/> Verbal
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Customer Signature _____ Date _____

INVOICE & PAYMENT

Invoice Number	Invoice Status	<input type="checkbox"/> Pending <input type="checkbox"/> Sent <input type="checkbox"/> Paid <input type="checkbox"/> Overdue
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Payment Method	Payment Date	
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INTERNAL NOTES (OFFICE ONLY)