

## Work Order

**Contract/PO:** Proj#1

**Project ID:** Sample Project

**Description:** Sample Project #1

**Job:** Job #123

**Assigned To:** Greg Towne

**Company:** General Contractors, Inc.

7200 Seaview Terrace

Anywhere, US 55555-6987

Phone:555-555-9841 Fax:555-555-6314

<u>Task Num</u>	<u>Title</u>	<u>Start Date</u>	<u>End Date</u>	<u>Status</u>	<u>Cost</u>
2	Mobilization of Equipment	1/3/2006	1/5/2006	Closed	\$2,000.00

**Description:** Mobilization of Equipment, Should be completed by 1/5/06.

### NOTES

**CC:** Jane Doe, Architects R Us  
Tim Brown, Brown Construction  
Tom Jones, ABC Company

**Authorized By** \_\_\_\_\_  
Greg Towne

**Date:** \_\_\_\_\_