



Customer Work Order Information and Quote

Date Received _____ / ____ / ____ (YY/MM/DD)

Description of Work: _____

Requested by (Customer)	Phone (Mob or Home)	Date ____ / ____ / ____
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Home Address: _____

Email Address: _____

Job Received By: <small>(Workshop Manager or Duty Supervisor)</small>	Mob.	Date ____ / ____ / ____
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Assigned to	Mob.	Date ____ / ____ / ____
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Attachments, eg: Customer's sketch/Shed Assignee's Drawing

Requested Completion Date	Date Completed	Total Material Costs \$	Total Labour Cost \$
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Job Risk Assessment

Description	Comments / Attachments

Materials Estimate (Quantity / Item / Cost) Attach extra Pages	Invoice No.

Job Accepted – Signed by

Customer: _____ *Date* _____

Workshop Manager: _____ *Date:* _____

Controlled Document	
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