

WORK ORDER FORM

WORK ORDER	Work Order #	Contract #															
<p>This Work Order is issued under the provisions of the Contract. The services authorized are within the scope of services set forth in the <i>Purpose</i> of the Work Order.</p>																	
<p>Purpose</p>																	
<p>Statement of Work</p>																	
<p>Requirements:</p>																	
<p><u>Deliverable(s), Acceptance Criteria and Due Date(s):</u></p>																	
<p>Deliverables are subject to review and approval by <<Requesting Agency>> prior to payment. <i>(Attach additional sheets if necessary)</i></p>																	
Start Date		End Date															
<p>Cost</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Description for Task / Deliverables</th> <th style="width: 15%;">Quantity (if applicable)</th> <th style="width: 15%;">Labor Hours (Hrs.)</th> <th style="width: 15%;">Labor Rate</th> <th style="width: 10%;">Estimate Total</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">1. </td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;">\$</td> <td style="padding: 5px;">\$</td> </tr> <tr> <td style="padding: 5px;">2. </td> <td style="padding: 5px;"></td> <td style="padding: 5px;"></td> <td style="padding: 5px;">\$</td> <td style="padding: 5px;">\$</td> </tr> </tbody> </table>			Description for Task / Deliverables	Quantity (if applicable)	Labor Hours (Hrs.)	Labor Rate	Estimate Total	1.			\$	\$	2.			\$	\$
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1.			\$	\$													
2.			\$	\$													
*Include WBS, schedule and response to requirements.		<<Requesting Agency>> shall pay an amount not to exceed															

Contractor

<<Requesting Agency>> Concurrence

(Signature) Contractor Authorized Representative (Date)

POC (Print Name)

Telephone No.

E-mail:

(Signature) Work Order Manager (Date)

Contract Manager (Print Name)

Telephone No.

E-mail:

DoIT Approval

(Signature) Contract Manager (Date)

Contract Manager David Mangrum

Telephone No.

E-mail: