1. SAMPLE WORK ORDER

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| WORK ORDER | | |  |  | | Work Order # | | | | | Contract # | | |
|  | | | | |  | | |
| This Work Order is issued under the provisions of the Contract. The services authorized are within the scope of services set forth in the *Purpose* of the Work Order. | | | | | | | | | | | | | |
| Purpose | | | | | | | | | | | | | |
| Statement of Work  Requirements:  Deliverable(s), Acceptance Criteria and Due Date(s):  Deliverables are subject to review and approval by <<Department or Agency ACRONYM>> prior to payment.  *(Attach additional sheets if necessary)*  Required Place(s) where work must be performed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  Any additional terms and conditions appropriate to the scope of the Work Order? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  *(Attach additional sheets if necessary)* | | | | | | | | | | | | | |
| Start Date | |  | | | End Date | | | | |  | | | |
| Cost | | | | | | | | | | | | | |
|  | Description for Task / Deliverables | | | | | | Quantity  (if applicable) | Labor Hours (Hrs.) | | | | Labor Rate | Estimate Total |
| 1. |  | | | | | |  |  | | | | $ | $ |
| 2. |  | | | | | |  |  | | | | $ | $ |
| \*Include WBS, schedule and response to requirements. | | | | | | | <<Department or Agency ACRONYM>> shall pay an amount not to exceed | | | | | | **$** |
|  | | | | | | | | | | | | | |
| Contractor | | | | | |  | Agency Approval | | | | | | |
| (Signature) Contractor Authorized Representative (Date) | | | | | | (Signature) Contract Manager (Date) | | | | | | |
| POC | | (Print Name) | | | | Contract Manager | | (Print Name) | | | | |
| Telephone No. | |  | | | | Telephone No. | |  | | | | |
| E-mail: | |  | | | |  | E-mail: | |  | | | | |