

WORK ORDER FORM

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 <<Requesting Agency>> prior to payment.

(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.		<<Requesting Agency>> shall pay an amount not to exceed		\$

Contractor		<<Requesting Agency>> Concurrence	
(Signature) Contractor Authorized Representative (Date)		(Signature) Work Order Manager (Date)	
POC	(Print Name)	Contract Manager	(Print Name)
Telephone No.		Telephone No.	
E-mail:		E-mail:	

DoIT Approval	
(Signature) Contract Manager (Date)	
Contract Manager	David Mangrum
Telephone No.	
E-mail:	