

Sample Work Order

WORK ORDER	Work Order #	Contract #			
		<<solicitationNumber>>			
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 <<ISSUINGAGENCYACRONYM>> 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	Estimat e Total
1.				\$	\$
2.				\$	\$
*Include WBS, schedule and response to requirements.		<<ISSUINGAGENCYACRONYM>>			\$
		shall pay an amount not to exceed			
Contractor		Agency Approval			
(Signature) Contractor Authorized Representative (Date)		(Signature) Contract Manager (Date)			
POC	(Print Name)	Contract Manager	<<contractManagerName>>		
Telephone No.		Telephone No.	<<contractManagerPhoneNumbe r>>		
E-mail:		E-mail:	<<contractManageremail>>		