

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	Estimate Total												
1.				\$	\$												
2.				\$	\$												
*Include WBS, schedule and response to requirements.		<<ISSUINGAGENCYACRONYM>> shall pay an amount not to exceed			\$												
Contractor (Signature) Contractor Authorized Representative (Date) <table style="width: 100%; border: none;"> <tr> <td style="width: 20%; border: none; padding: 5px;">POC</td> <td style="border: none; padding: 5px;">(Print Name)</td> </tr> <tr> <td style="border: none; padding: 5px;">Telephone No.</td> <td style="border: none; padding: 5px;"></td> </tr> <tr> <td style="border: none; padding: 5px;">E-mail:</td> <td style="border: none; padding: 5px;"></td> </tr> </table>			POC	(Print Name)	Telephone No.		E-mail:		Agency Approval (Signature) Contract Manager (Date) <table style="width: 100%; border: none;"> <tr> <td style="width: 20%; border: none; padding: 5px;">Contract Manager</td> <td style="border: none; padding: 5px;"><<contractManagerName>></td> </tr> <tr> <td style="border: none; padding: 5px;">Telephone No.</td> <td style="border: none; padding: 5px;"><<contractManagerPhoneNumber>></td> </tr> <tr> <td style="border: none; padding: 5px;">E-mail:</td> <td style="border: none; padding: 5px;"><<contractManageremail>></td> </tr> </table>			Contract Manager	<<contractManagerName>>	Telephone No.	<<contractManagerPhoneNumber>>	E-mail:	<<contractManageremail>>
POC	(Print Name)																
Telephone No.																	
E-mail:																	
Contract Manager	<<contractManagerName>>																
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