**CONSTRUCTION PROJECT
APPROVAL FORM**

|  |  |
| --- | --- |
| **Company Name** | YOUR LOGO |
| 123 Company Address Drive |
| Fourth Floor, Suite 412 |
| Company City, NY 11101 |
| 321-654-9870 | email address |
|  |  |  | WORK ORDER |
| **CLIENT NAME** |   | **ORDER NUMBER** |   |
| **CLIENT PHONE** |   | **CUSTOMER ID** |   |
| **CLIENT EMAIL** |   | **ORDER RECEIVED BY** |   |
| **ORDER DATE** |   | **EXPECTED START DATE** |   | **EXPECTED END DATE** |   |
|  |  |  |  |  |  |
| **WORK AUTHORIZED BY** |   | **SIGNATURE** |   |
|  |  |  |  |  |  |
| **WORK DESCRIPTION** |   |
| **ADDITIONAL COMMENTS** |   |
|  |  |  |  |  |  |
| **SERVICE AND LABOR DESCRIPTION** | **HOURS** | **RATE** | **AMOUNT** |
|   |  |  |   |
|   |  |  |   |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|  |  |  |  | **LABOR TOTAL** |  |
|  |  |  |  |  |  |
| **PARTS AND MATERIALS DESCRIPTION** | **QUANTITY** | **PRICE PER UNIT** | **AMOUNT** |
|   |  |  |  |
|   |  |  |   |
|   |  |  |  |
|   |  |  |  |
|   |  |  |  |
|  |  |  |  | **MATERIAL TOTAL** |  |
|  |  |  |  |  |  |
| **WORK ORDER COMPILED BY** |   |  | **SUBTOTAL** |  |
|  |  |  | *enter tax rate* | **TAX RATE %** |  |
| **CLIENT APPROVAL NAME AND TITLE** |   |   | **TOTAL TAX** |   |
| **APPROVING PARTY SIGNATURE** |   | *enter other cost* | **OTHER** |  |
| **DATE OF APPROVAL** |   |  | **TOTAL** |  |

|  |
| --- |
| **DISCLAIMER**Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |