

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	
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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)

POC (Print Name)

Telephone No.

E-mail:

Agency Approval

(Signature) Contract Manager (Date)

Contract Manager <<contractManagerName>>

Telephone No. <<contractManagerPhoneNumber>>

E-mail: <<contractManageremail>>