1. SAMPLE WORK ORDER

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 WorkRequirements:Deliverable(s), Acceptance Criteria and Due Date(s):Deliverables are subject to review and approval by <<Department or Agency ACRONYM>> prior to payment.*(Attach additional sheets if necessary)*Required Place(s) where work must be performed:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Any additional terms and conditions appropriate to the scope of the Work Order? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(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. | <<Department or Agency ACRONYM>> shall pay an amount not to exceed | **$** |
|  |
| Contractor  |  | Agency Approval |
| (Signature) Contractor Authorized Representative (Date) | (Signature) Contract Manager (Date) |
| POC |  (Print Name) | Contract Manager |  (Print Name) |
| Telephone No. |  | Telephone No. |  |
| E-mail: |  |  | E-mail: |  |