

## Sample Work Order

WORK ORDER	Work Order #	Contract #		
		<<solicitationNumber>> >		
<p>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.</p>				
Purpose				
<p>Statement of Work Requirements:</p> <p>Deliverable(s), Acceptance Criteria and Due Date(s):</p> <p>Deliverables are subject to review and approval by &lt;&lt;ISSUINGAGENCYACRONYM&gt;&gt; prior to payment. (Attach additional sheets if necessary)</p>				
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		Agency Approval		
(Signature) Contractor Authorized Representative (Date)		(Signature) Contract Manager (Date)		
POC	(Print Name)	Contract Manager	<<contractManagerName>>	
Telephone No.		Telephone No.	<<contractManagerPhoneNumber>>	
E-mail:		E-mail:	<<contractManageremail>>	