

NAVARRE SERVICES

Electrical Contractor
Phone 574-216-4544

1251 N. Eddy St., Ste 201
South Bend, IN 46617

SERVICE ORDER

Date	Ordered By	Assigned To	Completion Date	Cust. PO No.	Service Order No.
Customer Name and Address		Job Name and Address		Work Instructions	
.....				
.....				
.....		Phone		
.....		Fax		
Phone	Time IN		
Fax	Time OUT		

QTY	DESCRIPTION OF MATERIAL ITEMS	PRICE	AMOUNT

COMMENTS	Subtotal	
	Enter Sales Tax %	
	Total Material	

EMPLOYEE	CLASS	TYPE			M	T	W	T	F	S	S	TTL HOURS	RATE	AMOUNT
		RT	OT	DT										

TOTAL LABOR COST	→	
GRAND TOTAL	→	

The above listed materials were used and the work of installation was satisfactorily performed.

You will receive a bill for the amount indicated above.

CUSTOMER SIGNATURE & DATE