

23+ Free Contractor Work Order Templates -- Copy & Paste

23 free work order templates for HVAC, plumbing, electrical, roofing, and more. Copy-paste ready with checklists, materials, safety notes, and sign-off fields.

Complete Work Order Template Library

Organized by job type and trade. Jump to any category:

Trade-Specific Work Order Templates

Need templates for a specific trade? We've created dedicated pages with 10+ templates each, including compliance fields and industry standards:

Service Call Work Order Templates

Service calls need speed + clarity. These templates tell your tech exactly what to check, what parts to bring, and how to close the job.

Installation Work Order Templates

Installation work orders need complete material lists, step-by-step sequences, and safety protocols.

Maintenance Work Order Templates

Preventive maintenance work orders standardize your service, ensure nothing is missed, and document completion for customers.

Emergency Work Order Templates

Emergency work orders need rapid deployment, clear authorization, and complete documentation for insurance claims.

Specialty Work Order Templates

Specialty work orders handle multi-day projects, change orders, warranty service, and commercial jobs with proper documentation.

Landscaping Work Order Templates

Landscaping work orders need weather contingencies, material quantities, and clear completion criteria.

Auto-Generate Work Orders from Estimates

Stop manually creating work orders. When a customer approves an estimate in BuildFolio, the system auto-generates a field work order with scope, materials, timeline, and crew notes. Your tech gets it on their phone instantly.

Auto-generate work orders from estimates · \$39/month

Part of BuildFolio's Profit Intelligence Platform

These aren't just work order templates. They're part of a complete system that tracks every job from estimate to profit.

1. Quote: Estimate Creation

Customer approves detailed estimate with scope, materials, timeline, pricing. Signature + timestamp captured electronically.

2. Generate: Auto Work Order Creation

BuildFolio auto-generates work order from approved estimate. Includes scope, materials list, customer notes, safety requirements. Assigns to available tech based on schedule.

3. Dispatch: Mobile Work Order Delivery

Tech receives work order on phone via push notification. Opens BuildFolio app, sees customer address, contact info, access notes, materials to bring, completion checklist.

4. Execute: Field Work & Photo Documentation

Tech follows work order checklist. Uploads before/after photos directly to job record. Marks tasks complete as they work. Customer signature captured on mobile device.

5. Invoice: Automatic Billing from Completed Work

Completed work order auto-populates invoice. No manual re-entry. Customer gets invoice via email/text. Pays online or via link. BuildFolio sends automated Day 3/7/14 reminders.

6. Analyze: Work Order vs Actual Profit

BuildFolio compares work order estimates (materials, hours) to actual costs. See: "HVAC work orders avg 4.2 hours scoped, actual 5.8 hours. You're losing \$240/job." Adjust pricing based on real data.

The Result: Quote Smarter (accurate work orders), Close Faster (mobile tech access), and Keep More (profit tracking). All in one platform. \$39/month.

Stop Guessing Your Margins

Quote Smarter. Close Faster. Keep More.

Try BuildFolio free at build-folio.com

Free / \$39 per month Pro