

# After Hours Work Order

Service Information
Customer Name:
Service Address 1:
Service Address 2:
City, State, Zip:
Phone:
Alt Contact:
E-Mail:

Billing Information
Customer Name:
Billing Address 1:
Billing Address 2:
City, State, Zip:

<b>Job Name</b>
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Marketing Campaign			
Technician	Date	Start Time	End Time

<b>Job Type</b>	<b>PO #</b>

Item	Description	Quantity	Rate	Amount

Scheduled Job Subtotal:	<input style="width: 80px;" type="text"/>
Sales Tax:	<input style="width: 80px;" type="text"/>
Total Due:	<input style="width: 80px;" type="text"/>

<b>Job Notes and Instructions</b>

**Terms for additional services:**

Service required on weekends is billed at time and a half. On-site coaching visits are billed in ¼ hour increments with a ½ hour minimum. On-site travel charges, and phone and e-mail coaching, are billed in six-minute increments.

Customer Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Payment is expected at time of service for discount or 15 days after receipt of invoice at Standard Rate.

Late payments are subject to 1.5% late fee per month calculated from the day of service.

Returned checks result in a \$35 returned check charge.