Work Order

Issued by the issuer; the contractor signs to accept.

WORK ORDER NO. | ISSUE DATE | REFERENCE (QUOTE / TENDER)

Issuer

LEGAL NAME | EMAIL

PHONE | GSTIN

Contractor

LEGAL NAME | EMAIL

PHONE | PAN | GSTIN

Work

SITE / LOCATION | SITE IN-CHARGE

SCOPE OF WORK

Work item	Qty / unit	Rate	Amount
Listed in the attached quote			
		Total (excl. GST)	

ORDER VALUE (₹, EXCL. GST) | START DATE | COMPLETION DATE

BILLING | RETENTION (%) | PENALTY PER DAY OF DELAY (₹)

Conditions

1. The contractor provides labour, tools and safety gear, and complies with labour laws (minimum wages, EPF, ESI, BOCW cess where applicable).

2. Work is measured jointly before each bill. Extra work needs a written change order before it starts.
3. The contractor keeps the site clean and safe and is liable for damage it causes.
4. TDS under section 194C is deducted from payments.

Issuer

SIGNATURE

PRINTED NAME

DATE

Contractor

SIGNATURE

PRINTED NAME

DATE