

Handyman Work Order

Price a visit made up of several small unrelated jobs, task by task, so the customer can see what each one cost and approve extras before you start them.

◆ Part A — The visit

1. Work order details

Work order number <i>e.g. HWO-2026-0241</i>	
Date of visit	
Booked by	
Customer name	
Property address	
Phone and email	
Access arrangement <i>Customer present / Key collected / Lockbox code / Neighbour</i>	
Agreed arrival window	
Pets or access notes	

2. Rate agreed before starting

Charging basis <i>Hourly / Per task / Fixed quote for the visit</i>	
Hourly rate	
Minimum callout	
Travel charge	
Materials <i>Supplied by handyman / Supplied by customer / Mixed</i>	
Quote given before the visit <i>Yes / No – amount</i>	
Customer authorised extras up to	

◆ Part B — The task list

3. Tasks requested

#	Task	Room or area	Est. hrs	Rate	Est. cost	Approved
1	Rehang bathroom door, adjust latch	Family bathroom	1.00	45.00	45.00	Yes
Estimated total						

◆ Price each task on its own line and get each one approved. A single figure for the whole visit is what turns into an argument on the doorstep.

4. Tasks completed

#	What was done	Status	Actual hrs	Rate	Actual cost
1	Door rehung, latch and strike plate adjusted	Complete	1.25	45.00	56.25
Labour total					

♦ Status: Complete, Part done, Not started, or Needs a specialist. Say which rather than leaving a row blank.

5. Materials

Item	Supplied by	Qty	Unit price	Line total	Receipt held
Adjustable door latch, brass	Handyman	1	8.40	8.40	Yes
Materials total					

♦ Part C — What it came to

6. Invoice summary

Labour total	
Materials total	
Travel or callout charge	
Waste disposal	
Subtotal	

Discount	
Tax / VAT rate (%) <i>e.g. 20</i>	
Tax / VAT	
Total due	
Estimated total for comparison	

♦ The estimate sits directly under the total on purpose. If they differ, explain why on the visit rather than in a phone call three days later.

7. Work not completed

Tasks left undone and why	
Specialist trade needed <i>Electrician / Plumber / Gas / Roofer / Glazier / None</i>	
Parts to order and expected date	
Return visit agreed <i>Yes / No — date</i>	
Quote to follow <i>Yes / No</i>	

8. Sign-off

Work area left clean and tidy <i>Yes / No</i>	
Waste taken away <i>Yes / No</i>	
Customer satisfied with the work <i>Yes / No — comments</i>	
Customer name	
Customer signature	
Handyman name and signature	

Date and time	
Payment <i>Paid on site / Invoice to follow / On account</i>	