WORK ORDER — BLANK

ScaleSaathi educational template · Free · Not a GST-prescribed form · Tax invoice / delivery challan are separate · Confirm GST / TDS with your CA

ISSUED BY (Principal / Client)

Company / firm name	
Address	
GSTIN (if registered)	
Contact	
WO No.	
WO Date	
Ref. quotation / tender	
Site / place of work	

CONTRACTOR / VENDOR

Name	
Address	
GSTIN (if registered)	
Contact	

SCOPE OF WORK (summary)

_____

Scheduled start	
Scheduled completion	

LINE ITEMS / BILL OF QUANTITIES

S.No	Description	HSN/SAC note	Qty	Unit	Rate (₹)	Amount (₹)
1						
2						
3						
4						
5						
					Subtotal	

Tax note: Commercial value only. Contractor raises a separate tax invoice — confirm HSN/SAC and rate with your CA. This is not a tax invoice.

PAYMENT MILESTONES (contractual — edit as agreed)

#	Milestone	% of WO value	Trigger
1			
2			
3			

Retention / holdback (if any): % _____ (contractual blank — not a legal rate)

PAYMENT TERMS

_____

SPECIAL CONDITIONS / NOTES

_____

AUTHORISATION & ACCEPTANCE

For Issuer (authorised signatory)	**Accepted by Contractor**
Name: _____	Name: _____
Designation: _____	Designation: _____
Date / Signature / Stamp: _____	Date / Signature / Stamp: _____

WORK ORDER — FILLED EXAMPLE (fictional)

ScaleSaathi educational template · Free · Not a GST-prescribed form · Tax invoice / delivery challan are separate · Confirm GST / TDS with your CA

ISSUED BY (Principal / Client)

Company / firm name	Meridian Facilities Pvt Ltd
Address	14, 2nd Floor, Indiranagar 100 Feet Road, Bengaluru 560038
GSTIN (if registered)	29AABCM1234A1Z5
Contact	ops@meridian-example.in · +91 80 4000 1200
WO No.	WO-2026-014
WO Date	15-Oct-2026
Ref. quotation / tender	QT-2026-088 dated 08-Oct-2026
Site / place of work	Meridian Tech Park — Block B, Whitefield, Bengaluru 560066

CONTRACTOR / VENDOR

Name	Kaveri Electrical Services
Address	42, Hosur Road Industrial Area, Bengaluru 560068
GSTIN (if registered)	29AADCK5678B1Z9
Contact	jobs@kaveri-example.in · +91 80 2555 7788

SCOPE OF WORK (summary)

Office electrical repair and split-AC wet servicing at Block B (materials + labour as per line items). Work limited to listed items; any variation needs written amendment to this WO.

Scheduled start	20-Oct-2026
Scheduled completion	31-Oct-2026

LINE ITEMS / BILL OF QUANTITIES

S.No	Description	HSN/SAC note	Qty	Unit	Rate (₹)	Amount (₹)
1	Electrical panel repair & safety check (main DB Block B)	SAC on invoice	1	Job	18,000.00	18,000.00
2	LED panel fitting replacement (including labour)	SAC on invoice	12	Nos	450.00	5,400.00
3	Split AC wet service (1.5 / 2 ton units)	SAC on invoice	4	Unit	1,200.00	4,800.00
					Subtotal	**28,200.00**

Tax as applicable — contractor raises separate tax invoice (rate / SAC: confirm with CA)

PAYMENT MILESTONES (contractual — edit as agreed)

#	Milestone	% of WO value	Trigger
1	M1 — Mobilisation / start on site (₹11,280)	40%	On accepted mobilisation
2	M2 — Completion & handover (₹16,920)	60%	On certified completion

Retention / holdback (if any): 5% (illustration — contractual holdback, not a legal rate) · Illus. ₹1,410

PAYMENT TERMS

Payment against contractor tax invoice + your certification of milestone. Retention (if any) released per contract clause after defect-liability period. TDS / other statutory deductions as applicable — confirm with CA.

SPECIAL CONDITIONS / NOTES

Contractor to follow site safety rules. Scrap / replaced fittings returned to stores. This work order authorises the defined work; it is not a GST tax invoice or delivery challan.

AUTHORISATION & ACCEPTANCE

For Issuer (authorised signatory)	**Accepted by Contractor**
Name: _____	Name: _____
Designation: _____	Designation: _____
Date / Signature / Stamp: _____	Date / Signature / Stamp: _____

Disclaimer: Educational template from ScaleSaathi (scalesaathi.com). Filled example uses fictional parties. Not legal / tax advice. GST does not prescribe one compulsory work-order blank. Job-work goods movement uses a delivery challan under CGST Rules, not this form alone. Confirm rates, TDS, retention GST timing and labour compliance with your CA / advisor.