

Date: [Insert Date]

To: [Vendor Name]

Attention: [Contact Person]

Address: [Vendor Address]

RE: Work Order Authorization - Exterior Painting Services

Dear [Contact Person],

This letter serves as formal authorization for [Vendor Name] to proceed with the exterior painting services at the following location:

Property Address: [Insert Property Address]

Scope of Work:

The scope of work shall include, but is not limited to, the following as per Estimate #[Insert Number]:

- Pressure washing and surface preparation.
- Scraping, sanding, and priming of necessary areas.
- Application of [Insert Number] coats of paint to [Siding/Trim/Shutters/Doors].
- Color Specifications: [Insert Color Names/Codes].
- Full site cleanup and removal of debris.

Financial Terms:

- **Total Contract Amount:** \$[Insert Amount]
- **Deposit Amount:** \$[Insert Amount]
- **Balance Due:** Upon completion and final inspection.

Timeline:

- **Start Date:** [Insert Date]
- **Estimated Completion Date:** [Insert Date]

Please ensure that all necessary permits are obtained and that proof of insurance is provided prior to the start of work. All work must be performed in a professional manner according to industry standards.

By signing below or commencing work, you acknowledge and agree to the terms outlined in this authorization.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Company Name]

[Your Phone Number]