

WORK ORDER AUTHORIZATION

Date: [Date]

To: [Plumbing Company Name]

Contact Person: [Name of Plumber/Manager]

Address: [Vendor Address]

From: [Your Name/Company Name]

Property Address: [Address where work will be performed]

Phone Number: [Your Phone Number]

Subject: Authorization for Plumbing Repairs

Dear [Contact Person],

This letter serves as formal authorization for [Plumbing Company Name] to proceed with the following plumbing services at the property address listed above:

Scope of Work:

[Description of specific repairs, e.g., Repair leaking pipe in kitchen, replace water heater, clear main sewer line blockage]

Authorization Limits:

The total cost for these repairs is authorized up to the amount of **[\$[Amount]]**. If the cost of repairs is expected to exceed this limit, you must obtain written approval from [Your Name] before proceeding with additional work.

Completion Date:

Work is requested to be completed by: [Date]

Billing Instructions:

Please send the final itemized invoice to [Email Address/Mailing Address]. Payment will be issued via [Check/Credit Card/ACH] upon inspection and satisfaction of the completed work.

By accepting this work order, you agree to perform all services in a professional manner and in compliance with local building codes.

Sincerely,

[Your Signature]

[Your Printed Name]

[Your Title/Role]