

Work Authorization

Inkly Sample Template | Not Legal Advice

Authorization Number: [WA-XXXX]

Date Issued: [Date]

Authorized By: [Company Name]

Contractor / Vendor: [Contractor / Vendor Name]

Project / Job Name: [Project Name]

Location: [Work Location or Address]

Description of Work

This Work Authorization approves the following work to be performed:

- [Describe task or work item 1]
- [Describe task or work item 2]
- [Describe task or work item 3]

Scope Limitations

Work is limited to the items described above. Any additional work must be approved in writing before it begins.

Schedule

Start Date: [Start Date]

Expected Completion: [Completion Date]

Work hours are limited to [Days / Hours, e.g., Monday through Friday, 8 AM to 5 PM] unless otherwise agreed.

Cost and Budget

Estimated Cost: \$[Amount]

Not-to-Exceed Amount: \$[NTE Amount]

Invoices must be submitted within [Number] days of work completion and reference this Authorization Number.

Materials and Equipment

Materials and equipment to be supplied by:

- Contractor: [List items, if any]
- [Company Name]: [List items, if any]

Safety and Compliance

The Contractor agrees to:

- Comply with all applicable federal, state, and local laws and regulations
- Follow all site safety requirements and policies provided by [Company Name]
- Maintain adequate insurance coverage for the duration of the work

Acceptance and Authorization

By signing below, both parties confirm that the work described above is authorized to proceed on the terms stated.

SIGNATURES

[Company Name] (Authorizing Party)

[Contractor / Vendor]

Signature: _____

Signature: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

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