

ELECTRICAL CONTRACTOR

BUSINESS FORMS BUNDLE

10 EDITABLE & PRINTABLE FORMS + PRICING CALCULATOR

Designed for electricians, electrical contractors, handymen, and service businesses. Replace the placeholders with your business information before use.

IMPORTANT: This is a business template, not legal, tax, code-compliance, or licensing advice. Adapt warranty, payment, permit, tax, and contract language to your local requirements.

1. ELECTRICAL ESTIMATE

EDITABLE
CONTRACTOR FORM

YOUR COMPANY NAME | Phone: _____ | Email: _____ | License #: _____

Estimate #	_____
Date	_____
Customer	_____
Service Address	_____
Phone / Email	_____
Estimate Valid Through	_____

SCOPE OF WORK

PRICING

Description	Qty	Unit Price	Amount
		TOTAL	\$ _____
Deposit Required		\$ _____	
Estimated Start Date		_____	
Estimated Completion		_____	

TERMS / NOTES

Customer Signature: _____ Date: _____ Contractor: _____

2. ELECTRICAL INVOICE

EDITABLE
CONTRACTOR FORM

YOUR COMPANY NAME | Phone: _____ | Email: _____ | License #: _____

Invoice #	_____
Invoice Date	_____
Due Date	_____
Customer	_____
Service Address	_____
Phone / Email	_____

WORK COMPLETED

CHARGES

Description	Qty / Hrs	Rate	Amount
		TOTAL	\$ _____
Payments Received		\$	_____
Balance Due		\$	_____
Payment Method		Cash / Check / Card / Other: _____	

NOTES

Customer Signature: _____ Date: _____ Contractor: _____

3. SERVICE CALL / WORK ORDER

EDITABLE
CONTRACTOR FORM

YOUR COMPANY NAME | Phone: _____ | Email: _____ | License #: _____

Work Order #	_____
Date	_____
Customer	_____
Service Address	_____
Arrival / Departure	_____ / _____
Technician	_____

PROBLEM REPORTED BY CUSTOMER

TROUBLESHOOTING / DIAGNOSIS

REPAIRS PERFORMED

MATERIALS USED

Material	Qty	Unit Cost	Amount
		TOTAL	\$ _____

Customer Signature: _____ Date: _____ Contractor: _____

4. ELECTRICAL JOB PROPOSAL

EDITABLE
CONTRACTOR FORM

YOUR COMPANY NAME | Phone: _____ | Email: _____ | License #: _____

Proposal #	_____
Date	_____
Customer / Company	_____
Project Address	_____
Project Name	_____

PROJECT SCOPE

INCLUDED WORK

EXCLUSIONS / CUSTOMER RESPONSIBILITIES

Project Price	\$ _____
Deposit	\$ _____
Progress Payment(s)	\$ _____
Final Payment	\$ _____
Estimated Schedule	_____

ACCEPTANCE

By signing below, the customer authorizes the described work and accepts the pricing and terms stated in this proposal.

Customer Signature: _____ Date: _____ Contractor: _____

5. CHANGE ORDER

EDITABLE
CONTRACTOR FORM

YOUR COMPANY NAME | Phone: _____ | Email: _____ | License #: _____

Change Order #	_____
Original Estimate / Proposal #	_____
Date	_____
Customer	_____
Project Address	_____

REQUESTED CHANGE

REASON FOR CHANGE

Original Contract Amount	\$ _____
Price Increase / (Decrease)	\$ _____
Revised Contract Amount	\$ _____
Schedule Impact	Add / Reduce _____ day(s)

AUTHORIZATION

No additional work described above should begin until approved by the customer or authorized representative.

Customer Signature: _____ Date: _____ Contractor: _____

6. MATERIAL & LABOR WORKSHEET

EDITABLE
CONTRACTOR FORM

YOUR COMPANY NAME | Phone: _____ | Email: _____ | License #: _____

Job / Customer	_____
Date	_____
Prepared By	_____

MATERIALS

Material / Part	Qty	Unit Cost	Extended Cost
		TOTAL	\$ _____

LABOR

Task	Hours	Hourly Cost	Labor Cost
		TOTAL	\$ _____
Material Markup		_____ %	
Overhead		_____ %	
Desired Profit		_____ %	
Suggested Selling Price		\$ _____	

7. CUSTOMER ELECTRICAL INSPECTION CHECKLIST

EDITABLE
CONTRACTOR FORM

YOUR COMPANY NAME | Phone: _____ | Email: _____ | License #: _____

Customer			
Property Address			
Inspection Date			
Inspector / Technician			
ITEM	OK	NEEDS ATTENTION	NOTES
Service / meter condition	☐	☐	
Main panel condition	☐	☐	
Breaker labeling	☐	☐	
Loose / damaged breakers	☐	☐	
Grounding / bonding visible condition	☐	☐	
GFCI protection	☐	☐	
AFCI protection where applicable	☐	☐	
Receptacle condition / polarity	☐	☐	
Switches and dimmers	☐	☐	
Interior lighting	☐	☐	
Exterior lighting	☐	☐	
Visible wiring / junction boxes	☐	☐	
Smoke / CO device electrical supply	☐	☐	
Dedicated circuits / major appliances	☐	☐	
Other observed concerns	☐	☐	

RECOMMENDATIONS / LIMITATIONS

8. PAYMENT RECEIPT

EDITABLE
CONTRACTOR FORM

YOUR COMPANY NAME | Phone: _____ | Email: _____ | License #: _____

Receipt #	_____
Date	_____
Received From	_____
Invoice / Job #	_____
Amount Received	\$ _____
Payment Method	Cash / Check / Card / Other: _____
Remaining Balance	\$ _____

PAYMENT FOR

Received By: _____ Customer / Payer: _____

9. JOB COMPLETION & CUSTOMER APPROVAL

EDITABLE
CONTRACTOR FORM

YOUR COMPANY NAME | Phone: _____ | Email: _____ | License #: _____

Job / Invoice #	_____
Completion Date	_____
Customer	_____
Service Address	_____

COMPLETED WORK

FINAL WALKTHROUGH

- ☐ Work area reviewed with customer
- ☐ Installed equipment / devices demonstrated where applicable
- ☐ Customer questions addressed
- ☐ Outstanding items listed below, if any

OUTSTANDING ITEMS / NOTES

Customer acknowledgment: I acknowledge that the work listed above has been completed or that any remaining items are documented on this form.

Customer Signature: _____ Date: _____ Contractor: _____

10. ELECTRICAL WORKMANSHIP WARRANTY

EDITABLE
CONTRACTOR FORM

YOUR COMPANY NAME | Phone: _____ | Email: _____ | License #: _____

Customer	_____
Job / Invoice #	_____
Service Address	_____
Completion Date	_____
Warranty Period	_____ months / years

WORK COVERED

SAMPLE WARRANTY LANGUAGE - CUSTOMIZE BEFORE USE

The contractor warrants its workmanship for the period stated above beginning on the completion date. During that period, the contractor will evaluate reported workmanship concerns related to the covered work and, when the concern is determined to result from the contractor's workmanship, correct the covered workmanship without an additional labor charge, subject to the exclusions below.

COMMON EXCLUSIONS TO REVIEW / CUSTOMIZE

- Manufacturer defects or product warranties
- Damage, alteration, misuse, abuse, accidents, pests, water, weather, fire, or other outside causes
- Work modified or repaired by others after completion
- Existing wiring, equipment, or conditions outside the original scope
- Normal wear, lamps/bulbs, consumables, or customer-supplied equipment unless specifically included
- Permit, inspection, code, or utility requirements that arise after the original scope unless specifically included

WARRANTY REQUEST

Customer should provide the job/invoice number, service address, description of the concern, and reasonable access for evaluation. This template should be reviewed for applicable state/local law before use.

Customer Signature: _____ Date: _____ Contractor: _____