

Work Order

Instruction to a subcontractor or artisan — what to do, by when, for how much

Work order no.	WO-2026-022
Issue date	13-Oct-2026
Issued to	Tiling subcontractor (name)
Phone	080x xxx xxxx
Site	4-bed bungalow, Lugbe, Abuja
Site contact	Site supervisor (name)
Start date	15-Feb-2027
Complete by	26-Feb-2027

WORK TO BE DONE

#	Description	Qty	Unit	Rate	Amount
1	Lay 600×600 floor tiles — living, dining, bedrooms (client supplies tiles)	148	m²	₦1,800	₦266,400
2	Lay 300×600 wall tiles to bathrooms, to 1.8m height	72	m²	₦2,200	₦158,400
3	Skirting tiles	160	m	₦400	₦64,000
4	Kitchen backsplash	6	m²	₦2,200	₦13,200
TOTAL					₦502,000

INSTRUCTIONS

- Check floor levels before starting; report any screed defect to the supervisor in writing
- Use spacers; joints max 3mm, straight and even
- Tiles to be set out from the centre of each room — no cut tile under 1/3 width at doorways
- Clean all grout and adhesive off tiles at the end of each day

Agreed price	₦502,000
Advance paid	-₦150,000
BALANCE ON COMPLETION	₦352,000

Issued by	Accepted by subcontractor	Work inspected & approved
Name:	Name:	Name:
Date:	Date:	Date:

Free template from [NigeriaBuildingCost.ng](https://nigeriabuildingcost.ng). Rates are indicative (Oct 2026) — check current prices in your location before relying on any figure.

Faster option: use the free Labour Cost Calculator at <https://nigeriabuildingcost.ng/labour-cost-calculator>