



Work Order Checklist

Depending on the particular work assignment, the Association of Consulting Foresters of America, Inc., recommends the use of some form of written correspondence (e.g. contract, letter of agreement, work order, etc.) to help assure a mutually satisfying professional relationship between ACF members and their clients. This checklist provides suggested items to include in such correspondence. It is to be used only as a guide for ACF members and is not intended to be exhaustive. ACF disclaims any and all warranties, either express or implied, for use of this checklist for any purpose.

Basic Information

- Client(s) Contact Information (e.g. name, address, telephone numbers and email)
- Property Location (nearest named or numbered road, county/parish/township, nearest city/town/crossroads, longitude/latitude, etc.)
- Deed Reference and/or Parcel Identification Number (PIN)

Services Provided

- Boundary Line Marking
- Forest Management Plan
- Herbicide Application
- Prescribed Burning
- Reforestation
- Site Preparation
- Timber Inventory and Appraisal
- Timber Marketing and Sale
- Timber Stand Improvement
- Wildlife Habitat Enhancement
- Other

Fee Structure

- Retainer
- Amount per Hour, Day, Acre or Assignment

Project Estimates

- Cost
- Completion Time
- Changes in Cost/Time Reported to Client

Payment Term

Party(ies) Responsible for Payment

Outstanding Balance Finance Charge

Client(s) or Agent Signed Authorization

