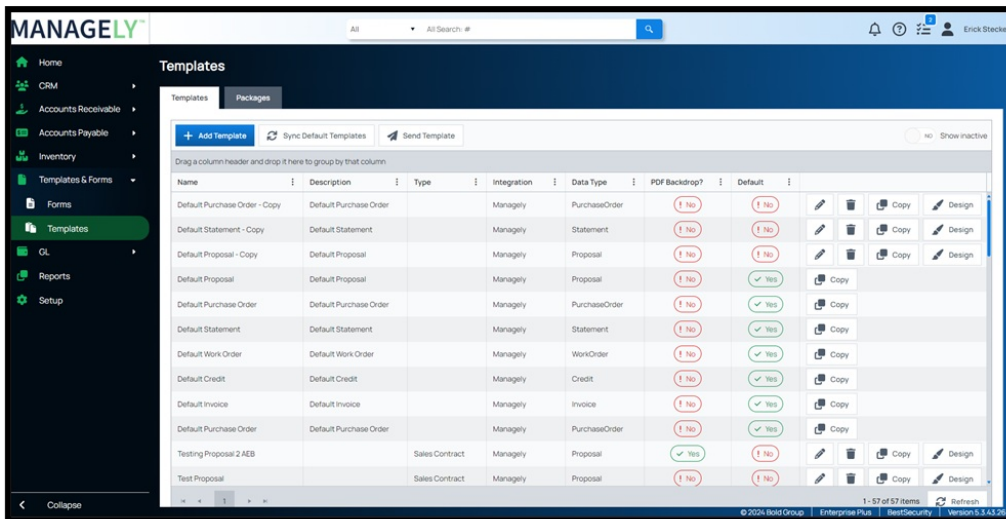


# How to make the Default Work Order into a Custom Work Order Template

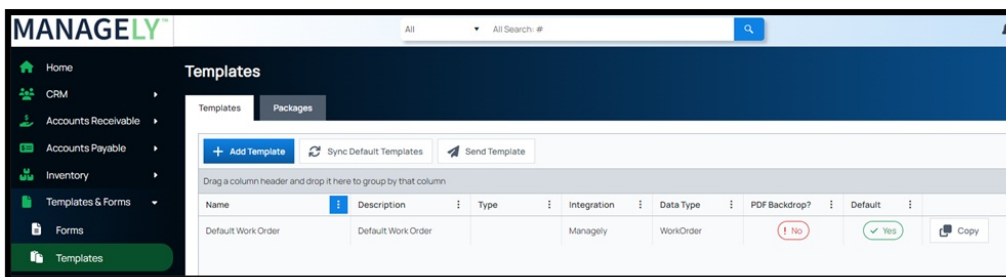
01/02/2025 8:26 am EST

Follow these steps below to make the default work order template into a custom work order template so that you can customize the work order based off your company's needs.

1. Click on Templates & Forms and then Templates



2. Click the Copy button to the right of Default Work Order



3. The Default Work Order - Copy will be created. Click the Design button to the right and edit as desired

