

# Welcome Guide:



## Landscaping & Recurring Services

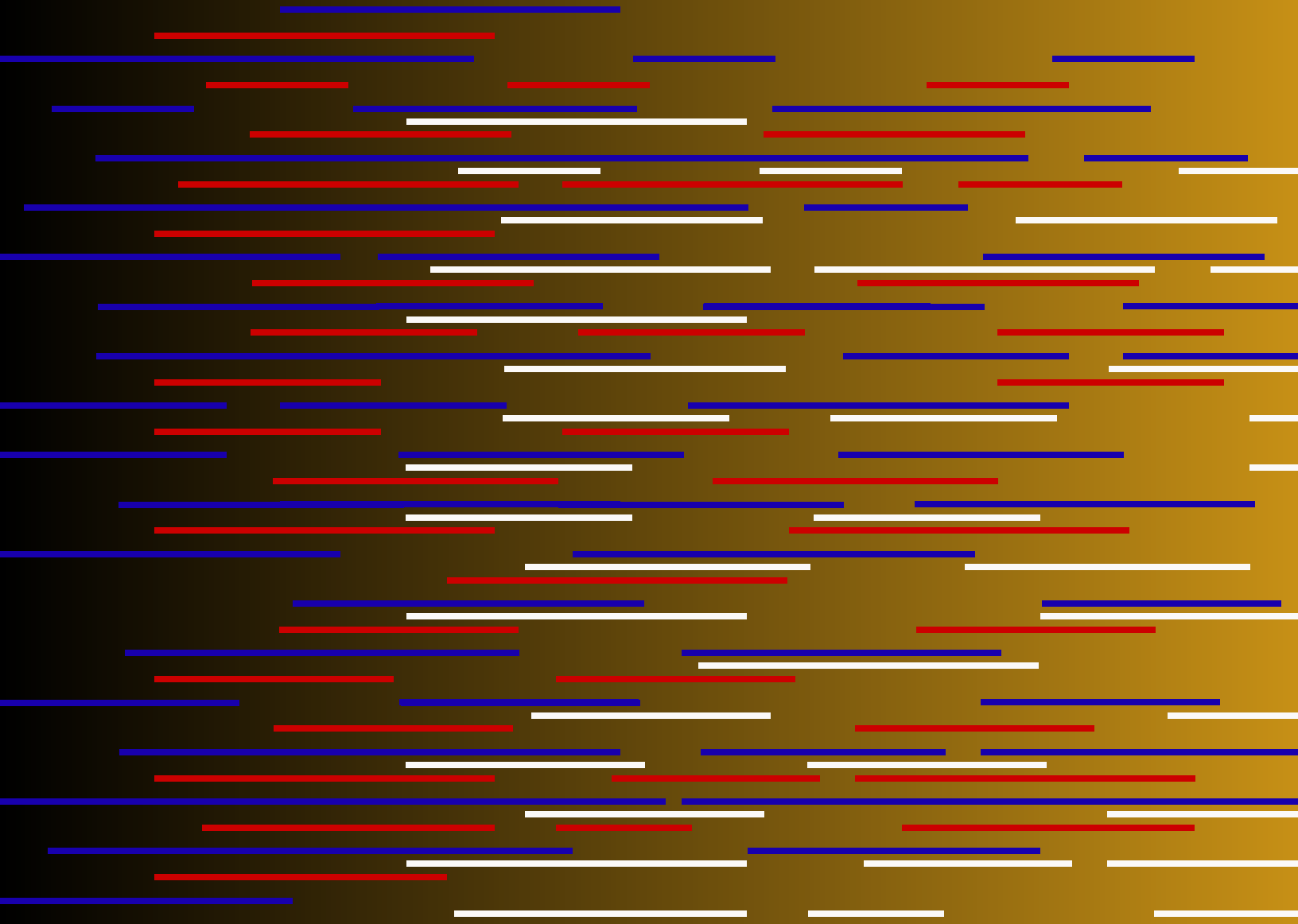
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# Table of Contents



Introduction	01
Getting Started	02
The WrkFlow	03
Key Features & Next Steps	04
Contact Information	05

# Introduction



# Welcome to WrkOrd<sup>r</sup>

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Thank you for trusting us with your business. Whether starting a new business or managing an established one. As a new customer we look forward to supporting your efforts and want to make sure you are up and running on the platform.

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We created this guide to get you started and make sure you can access support if and when you need it.

# Getting Started



## Setting Up Your Account (~5 Minutes)

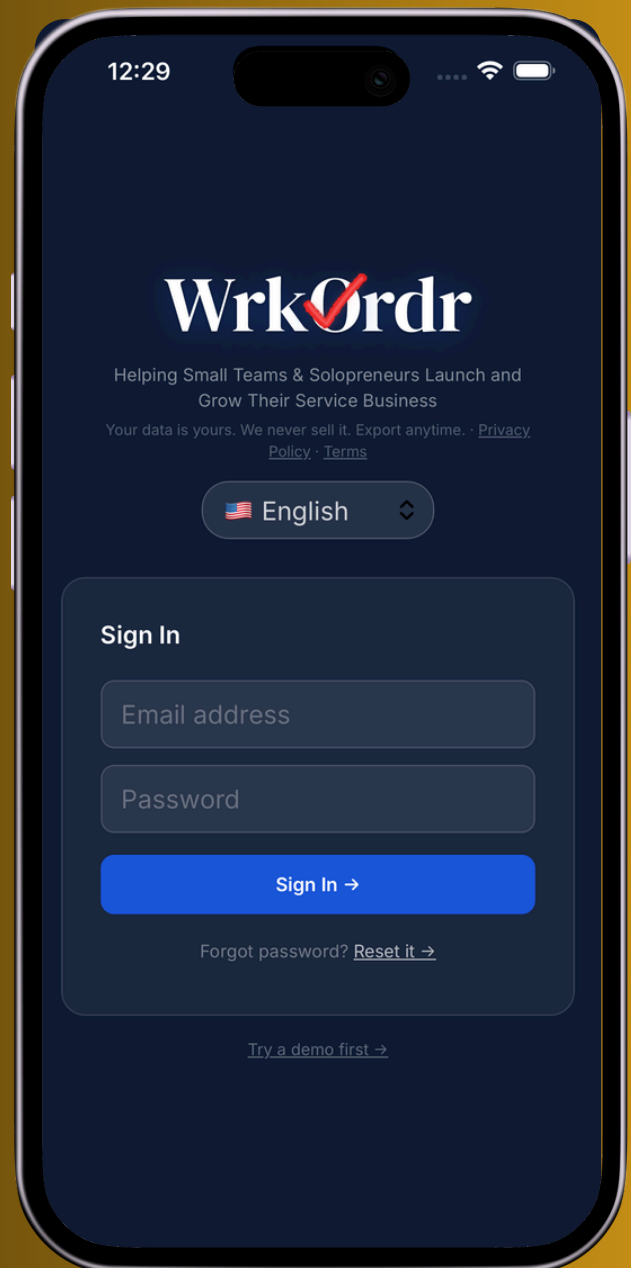
➤ If you have not already go to [getwrkordr.com/signup](https://getwrkordr.com/signup) and follow the steps

➤ Once completed go to [getwrkordr.com/signin](https://getwrkordr.com/signin)

You will start with a 14-day trial, no credit card required. After the 14 days your account will switch to view only mode.

You can still export and view your information, but thats it.

➤ But for now, follow the set up wizard. Select the layout that best fits your needs, enter some information and you are ready to get started.



# The WrkFlow

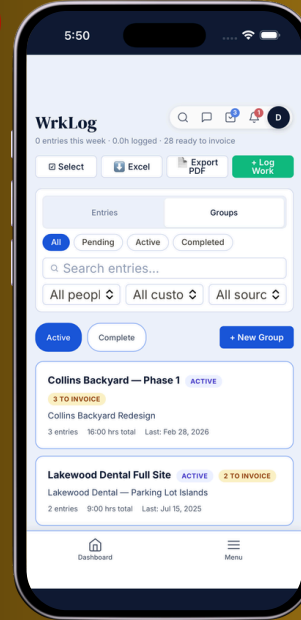
## Simple Process Big Results



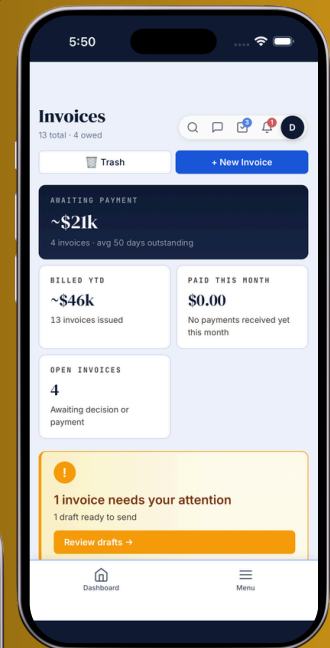
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### The WrkLog:

- This is where your business lives. Build your recurring schedule once — weekly mows, bi-weekly cleans, monthly pool service — and WrkOrd plans the route.
- Store access notes (gate codes, pet info, supply locations) so any crew member can run the visit.
- GPS check-in confirms every stop. Photos and supply usage attach to each visit automatically.



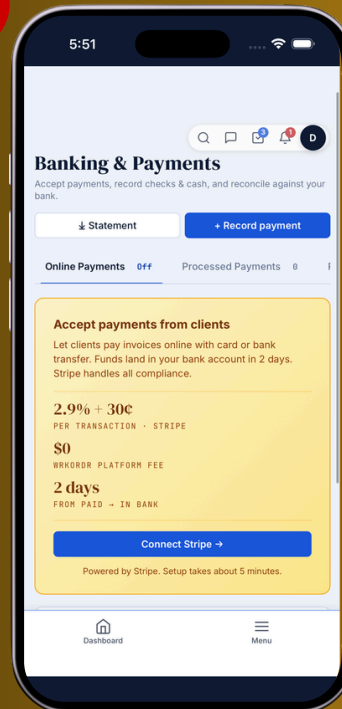
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### Invoices:

- Generate invoices from completed visits in seconds — per visit, weekly, or monthly.
- Pass-through supplies and before/after photos attach automatically.
- Past-due reminders go out without you lifting a finger.



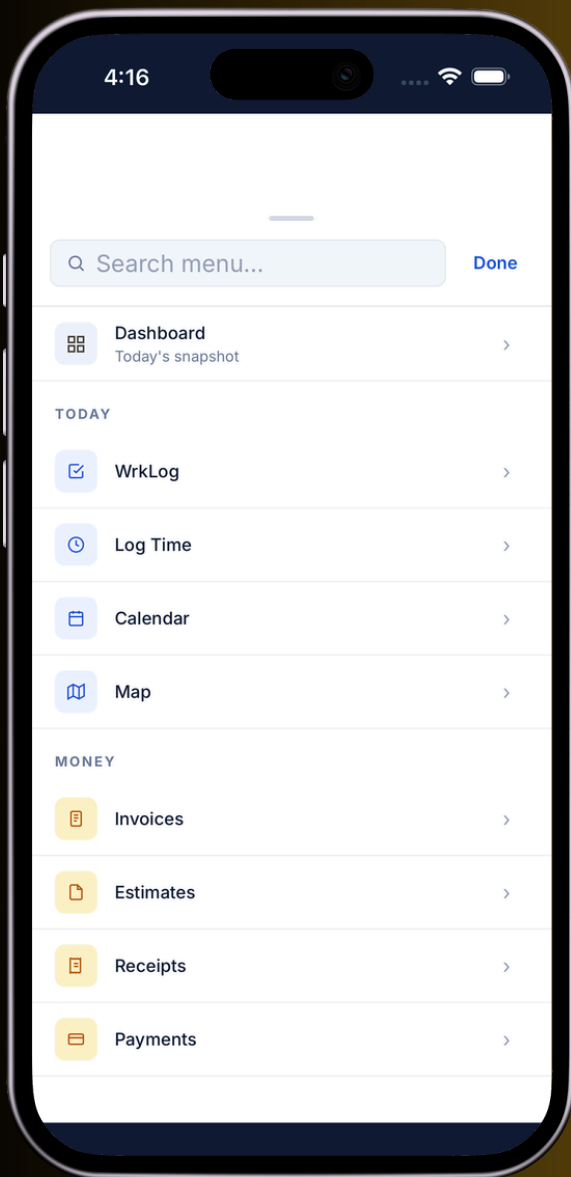
### Payments & Billing:

- Accept card and ACH payments online — built for recurring clients.
- Connect your bank account for automatic reconciliation.
- Faster payouts, cleaner books, no Friday afternoon paperwork.

# Key Features & Next Steps



All the tools you need to  
**Start Run & Grow Your Business**



Go to the menu to check out the other tools like equipment and inventory management, customer management, payroll & more



If you have any problems using the platform please contact us or check out our enablement videos at <https://www.youtube.com/@WrkOrder>



For any and all questions or concerns, contact information is available on the next page.

# Contact Us



# WrkOrd

TOOLS TO **START**, **RUN** & **GROW** YOUR BUSINESS

**Email**

For help with the app,  
desktop platform or tech  
issues -  
[support@getwrkordr.com](mailto:support@getwrkordr.com)

For assistance with sign up,  
cancelling and all inquiries -  
[contact@getwrkordr.com](mailto:contact@getwrkordr.com)

**Phone**

Call us at  
**(201) 419-5386**  
Monday-Friday  
8:00AM-6:00PM EST.

If no one is available to  
take your call please  
leave a message and  
we will follow up with  
you shortly.

**App**

Submit Feedback from  
the Help/Settings  
section of the App for  
bugs and feature  
suggestions