

**WORK ORDER**

BUILDING \_\_\_\_\_ UNIT # \_\_\_\_\_ DATE REPORTED \_\_\_\_\_ TIME \_\_\_\_\_

NAME \_\_\_\_\_ DATE ASSIGNED \_\_\_\_\_ TIME \_\_\_\_\_

PHONE # \_\_\_\_\_ OK TO ENTER: YES  NO  DATE COMPLETED \_\_\_\_\_ TIME \_\_\_\_\_

ASSIGNED TO \_\_\_\_\_ ASSIGNED BY \_\_\_\_\_ TIME TO COMPLETE \_\_\_\_\_ HRS. \_\_\_\_\_ MINS.

**DESCRIBE IN DETAIL NATURE OF WORK**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SERVICE PERSON COMMENTS \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

RECORDED BY: \_\_\_\_\_ SERVICE PERSON \_\_\_\_\_

THANK YOU IT'S A PLEASURE TO BE OF SERVICE.

**DO NOT WRITE BELOW THIS LINE**

MATERIAL OR PARTS USED

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT

TIME CHARGE \_\_\_\_\_ HRS. \$ \_\_\_\_\_ PER HOUR

ACCOUNTING DEPT. USE ONLY

DEBIT	CREDIT	DESCRIPTION	AMOUNT

MAINT. SUPV. OR MANAGER \_\_\_\_\_

RECORDED BY \_\_\_\_\_