PDF Repair Work Order Template Example

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Company Name

123 Company Address Drive Fourth Floor, Suite 412 Company City, NY 11101 321-654-9870 email address

Your Logo

WORK ORDER

Client Name		Client Phone	Client Email	lient Email		Order Number		
Olivia Carter		555-123-9876	olivia@email.c	livia@email.com			0045678	
Location	304B Pine Ridge	Apartments, Seattle,	», WA 98102					
Date of Order	11/09/20XX	Start Date	11/10/20XX	11/10/20XX End Date		11/10/20XX		
PERMISSION TO ENTER SPACE		Any Time		App	ointment Date	11/10/20XX		
		X By Appointment		App	Appointment Time		9:00 AM	
PROPERTY ENTRANCE NOTICE		This serves as notice that we entered your property today to perform requested repairs.			Time Entered	9:00 AM		
					Time Departed	12:00 PM		
Comments	Tenant requests	that the work be con	npleted late mo	orning d	ue to her sched	ule co	onstraints.	
Requested Work Description Additional	the cabinet. The	I that the kitchen sink faucet may need re			causing water d	lama	ge under	
Comments Work Performed By	Tenant requests Technician: Jaso Helper: Tamika A	on Desjardins	npleted late mo	orning d	ue to her sched	ule co	onstraints	
Work Performed By	Technician: Jaso Helper: Tamika M – The kitchen sin	on Desjardins Marshall k faucet was replace	d due to a bro	ken valv	/e.			
Work Performed By	Technician: Jasa Helper: Tamika M – The kitchen sin – Affected area prevent furthe	on Desjardins Marshall k faucet was replace under the sink was di r water damage. : New Faucet, Water-	d due to a bro ried out, and a	ken valv	ve. ive liner was inst			
Work Performed By Description of Work Completed, Materials Used,	Technician: Jaso Helper: Tamika M – The kitchen sin – Affected area prevent furthe – Materials used	on Desjardins Marshall k faucet was replace under the sink was di r water damage. : New Faucet, Water-	d due to a bro ried out, and a	ken valv	ve. ive liner was inst		to	
Work Performed By Description of Work Completed, Materials Used, and Cost of Labor	Technician: Jasa Helper: Tamika M – The kitchen sin – Affected area prevent furthe – Materials used – Labor: 3 hours	on Desjardins Marshall k faucet was replace under the sink was di r water damage. : New Faucet, Water- @ \$50 per hour	d due to a bro ried out, and a	ken valv	ve. ive liner was inst Sealant	alled	to 75.0	
Work Performed By Description of Work Completed, Materials Used, and Cost of Labor Work Authorized By	Technician: Jase Helper: Tamika M – The kitchen sin – Affected area prevent furthe – Materials used – Labor: 3 hours Olivia Carter	on Desjardins Marshall k faucet was replace under the sink was di r water damage. : New Faucet, Water- @ \$50 per hour	d due to a bro ried out, and a	ken valv	re. ive liner was inst Sealant LABOR COST	alled \$	to 75.0 150.0	
Work Performed By Description of Work Completed, Materials Used, and Cost of Labor Work Authorized By Order Complied By	Technician: Jase Helper: Tamika M – The kitchen sin – Affected area prevent furthe – Materials used – Labor: 3 hours Olivia Carter Jason Desjardin	on Desjardins Marshall k faucet was replace under the sink was di r water damage. : New Faucet, Water- @ \$50 per hour s erties	d due to a bro ried out, and a	ken valv protect	re. ive liner was inst Sealant LABOR COST MATERIALS COST	alled \$ \$	to 75.0 150.0	
Work Performed By Description of Work Completed, Materials Used, and Cost of Labor Work Authorized By Order Complied By Chargeable To	Technician: Jass Helper: Tamika / – The kitchen sin – Affected area prevent furthe – Materials used – Labor: 3 hours Olivia Carter Jason Desjardin: Pine Ridge Prop	on Desjardins Marshall k faucet was replace under the sink was di r water damage. : New Faucet, Water- @ \$50 per hour s erties	id due to a bro red out, and a resistant cabine	ken valv protect	ve. ive liner was inst Sealant LABOR COST MATERIALS COST SUBTOTAL	alled \$ \$	to 75.0 150.0 225.0	

240.	3	TOTAL		11/10/20XX	Date of Approval
3 15.	1	TOTAL TAX			Approval Signature
7.000%		TAX RATE %	enter tax rate	Olivia Carter, Tenant	Client Name & Title
225.	1	SUBTOTAL		Pine Ridge Properties	Chargeable To
150.0	1	MATERIALS COST		Jason Desjardins	Order Complied By
\$ 75.0		LABOR COST		Olivia Carter	Work Authorized By
		tive liner was inst	l out, and a protec	 The kitchen sink faucet was replaced Affected area under the sink was drie prevent further water damage. Materials used: New Faucet, Water-re Labor: 3 hours © \$50 per hour 	Description of Work Completed, Materials Used, and Cost of Labor
		tive liner was inst	l out, and a protec	 Affected area under the sink was drie prevent further water damage. Materials used: New Faucet, Water-re 	Work Completed, Materials Used,

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WORK ORDER

Client Name	ent Name Client			il			Order Number	
Olivia Carter		555-123-9876	olivia@email.c	olivia@email.com			0045678	
Location	304B Pine Ridge	Apartments, Seattle,	WA 98102	. 98102				
Date of Order	11/09/20XX	Start Date	11/10/20XX	11/10/20XX End Date		11,	10/20XX	
PERMISSION TO ENTER SPACE		Any Time		Ap	Appointment Date		10/20XX	
		X By Appointment		Ap	opointment Time	nt Time 9:00 AM		
PROPERTY ENTRANCE NOTICE		This serves as notice that we entered your property today to perform requested repairs.			Time Entered	9:00 AM		
					Time Departed		12:00 PM	
Requested Work Description	Tenant reported that the kitchen sink has been leaking and causing water damage under the cabinet. The faucet may need repair or replacement.							
Additional Comments	Tenant requests that the work be completed late morning due to her schedule constraints.							
Work Performed By	Technician: Jason Desjardins Helper: Tamika Marshall							
Description of Work Completed, Materials Used, and Cost of Labor	completed, aterials Used,							
Work Authorized By	Olivia Carter	LA			LABOR COST	\$	75.00	
Order Compiled By	Jason Desjardin	ison Desjardins			MATERIALS COST	\$	150.00	
Chargeable To	Pine Ridge Prop	erties			SUBTOTAL	\$	225.00	
Client Name & Title	Olivia Carter, Te	nant	enter to	ax rate	TAX RATE %		7.000%	
Approval Signature					TOTAL TAX	\$	15.75	
Date of Approval	11/10/20XX				TOTAL	\$	240.75	

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WORK ORDER

Client Name			Client Phone	Client Email			Order Number
Location							
Date of Order			Start Date			End Date	
PERMISSION TO ENTER SPACE			Any Time		Appointm		
		By Appointment		A	ppointment Time		
PROPERTY ENTRANCE NOTICE			This serves as notice that we entered your property today to perform requested repairs.		Time Entered		
						Time Departed	
Requested Work Description							
Additional Comments							
Work Performed By							
Description of Work Completed, Materials Used, and Cost of Labor							
Work Authorized By						LABOR COST	
Order Compiled By						MATERIALS COST	
Chargeable To						SUBTOTAL	
Client Name & Title				enter	'ax rate	TAX RATE %	
Approval Signature							
Date of Approval						TOTAL	

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