

PDF Maintenance Work Order Template

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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		Order Date	Order Number
Client Phone			
Client Email		Expected Start Date	Expected End Date
Order Received By			
Work Location			

Terms of Service	
Work Description	

LABOR DESCRIPTION	PRIORITY	HOURS	AMOUNT
LABOR TOTAL			

MATERIAL DESCRIPTION	QUANTITY	PRICE PER UNIT	AMOUNT
MATERIAL TOTAL			

Work Order Compiled By			SUBTOTAL	
Approving Party Name and Title		enter tax rate	TAX RATE %	
Approving Party Signature			TOTAL TAX	
Date of Approval		enter other cost	OTHER	
			TOTAL	

Notes / Feedback

Feedback notes

Date of Approval			TOTAL	
Approving Party Signature		enter other cost	OTHER	
Approving Party Name and Title			TOTAL TAX	
Work Order Compiled By		enter tax rate	TAX RATE %	
			TOTAL	

LABOR TOTAL			
MATERIAL DESCRIPTION	QUANTITY	PRICE PER UNIT	AMOUNT
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Work Order Compiled By	
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Approving Party Name and Title	
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	SUBTOTAL	
<i>enter tax rate</i>	TAX RATE %	
	TOTAL TAX	
<i>enter other cost</i>	OTHER	
	TOTAL	

Notes / Feedback	
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