

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	Order Number
Olivia Carter	555-123-9876	olivia@email.com	0045678
Location	304B Pine Ridge Apartments, Seattle, WA 98102		
Date of Order	11/09/20XX	Start Date	11/10/20XX
PERMISSION TO ENTER SPACE	<input type="checkbox"/> Any Time	Appointment Date	11/10/20XX
	<input checked="" type="checkbox"/> By Appointment	Appointment Time	9:00 AM
PROPERTY ENTRANCE NOTICE	This serves as notice that we entered your property today to perform requested repairs.		Time Entered
			Time Departed

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	<ul style="list-style-type: none"> - The kitchen sink faucet was replaced due to a broken valve. - Affected area under the sink was dried out, and a protective liner was installed to prevent further water damage. - Materials used: New Faucet, Water-resistant cabinet liner, Sealant - Labor: 3 hours @ \$50 per hour

Work Authorized By	Olivia Carter
Order Complied By	Jason Desjardins
Chargeable To	Pine Ridge Properties
Client Name & Title	Olivia Carter, Tenant
Approval Signature	
Date of Approval	11/10/20XX

LABOR COST	\$	75.00
MATERIALS COST	\$	150.00
SUBTOTAL	\$	225.00
TAX RATE %		7.000%
TOTAL TAX	\$	15.75
TOTAL	\$	240.75

Date of Approval	11/10/20XX
Approval Signature	
Client Name & Title	Olivia Carter, Tenant
Chargeable To	Pine Ridge Properties
Order Complied By	Jason Desjardins
Work Authorized By	Olivia Carter

LABOR COST	\$	75.00
MATERIALS COST	\$	150.00
SUBTOTAL	\$	225.00
TAX RATE %		7.000%
TOTAL TAX	\$	15.75
TOTAL	\$	240.75

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	<input checked="" type="checkbox"/>	By Appointment	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

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.
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Work Authorized By	Olivia Carter
Order Compiled By	Jason Desjardins
Chargeable To	Pine Ridge Properties
Client Name & Title	Olivia Carter, Tenant
Approval Signature	
Date of Approval	11/10/20XX

enter tax rate

LABOR COST	\$	75.00
MATERIALS COST	\$	150.00
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	By Appointment	Appointment 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	
Order Compiled By	
Chargeable To	
Client Name & Title	
Approval Signature	
Date of Approval	

	LABOR COST	
	MATERIALS COST	
	SUBTOTAL	
enter tax rate	TAX RATE %	
	TOTAL TAX	
	TOTAL	

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