

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
		End 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	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	<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	enter tax rate	
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	enter tax rate	
Chargeable To	Pine Ridge Properties		
Order Complied By	Jason Desjardins		
Work Authorized By	Olivia Carter		

	LABOR COST	\$	150.00
	MATERIALS COST	\$	120.00
	SUBTOTAL	\$	270.00
	TAX RATE %		7.000%
	TOTAL TAX	\$	18.90
	TOTAL	\$	288.90

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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

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Date of Approval	

LABOR COST	
MATERIALS COST	
SUBTOTAL	
TAX RATE %	<i>enter tax rate</i>
TOTAL TAX	
TOTAL	

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