PDF Simple Work Order Template Example

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123 Company A Seattle, WA 981 321-654-9870 email address		Drive				Yo	ur Lo	
							WORK	ORDER
Requester Name			Phone	Э	Email			
Romy Bailey			555-678-	1234	Romy	@email.com		
Work Order ID Location Address 0010012 789 Maple Street, Seattle, WA 9810			01					
Priority Level High		Order Date o			Date N			elivered
-			Vork Billed To		11707	2000	11,07	12000
Vork Assigned To Jason Desjardin			Romy Bailey					
Description Description of Work	due to ir The te Chec Clear The ai after s	echnician in ked refriger ed the con r conditioni ervicing.	ooling. She al spected the H ant levels, wh idenser coils c	VAC sys NAC sys ich were ind teste working	oned ar stem, ide low, ar d the ur at full c	n issue with the entified a block id recharged th hit for proper of apacity, and n		range noises. eplaced it.
laterials and Lo	abor							
Description Air Filter Replace	ement					Quantity	Price per Unit \$15.00	Amount \$15.00
Refrigerant (R-2						1	\$50.00	\$50.00
.abor (2 hours)	2)					2	\$75.00	\$150.00
Condenser Coil	Cleane	r				1	\$20.00	20.00
							TOTAL	\$235.00
Nork Completed	Bv		Date and Time	Complet	ed	Work Approved	i Bv	Date
Jason Desjardin			11/09/20XX			Romy Bailey	/	11/09/20XX
Jason Desjardin	12		11/09/20XX	2:00 PM		Romy Bailey		11/09/20XX
Nork Completed	Bγ		Date and Time	Complete	eq	Work Approved	i By	Date
							TOTAL	\$235.00
Condenser Coil	Cleane	L				1	\$20.00	20.00
abor (2 hours).						2	\$75.00	\$150.00
Refrigerant (R-2	2)					1	\$50.00	\$50.00
Air Filter Replac	ement					1	\$15.00	\$15.00
						Quantity		
Explanation of In Iaterials and Lo								

Company Name

123 Company Address Drive Seattle, WA 98101 321-654-9870 email address

Your Logo

WORK ORDER

Requester Name		Phone	Email
Romy Bailey		555-678-1234	Romy@email.com
Work Order ID	Location Address		
0010012	789 Maple S	treet, Seattle, WA 981	01

Priority Level	Order Date and Time	Date Needed	Date Delivered
High	11/09/20XX 10:00 AM	11/09/20XX	11/09/20XX
Work Assigned To	Work Billed To		
Jason Desjardins	Romy Bailey		

Request Description	Romy requested that the air conditioning system at her property be inspected and repaired due to insufficient cooling. She also mentioned an issue with the system making strange noises.			
Description of Work Completed	Checked refrigeCleaned the co	inspected the HVAC system, identified a blocked air filter, and replaced it. erant levels, which were low, and recharged the system. ondenser coils and tested the unit for proper operation. ning unit is now working at full capacity, and no unusual noises were noted		
Explanation o	f Incomplete Work	No incomplete work reported.		

Materials and Labor

Description	Quantity	Price per Unit	Amount
Air Filter Replacement	1	\$15.00	\$15.00
Refrigerant (R-22)	1	\$50.00	\$50.00
Labor (2 hours)	2	\$75.00	\$150.00
Condenser Coil Cleaner	1	\$20.00	20.00
		TOTAL	\$235.00

Work Completed By	Date and Time Completed	Work Approved By	Date
Jason Desjardins	11/09/20XX 2:00 PM	Romy Bailey	11/09/20XX

WORK ORDER

Requester Name		Phone	Email
Work Order ID	Location Add	ress	

Priority Level	Order Date and Time	Date Needed	Date Delivered

Work Assigned To	Work Billed To

Request Description	
Description of Work Completed	
Explanation of Incomplete Work	

Materials and Labor

Description	Quantity	Price per Unit	Amount

TOTAL

Work Completed By	Date and Time Completed	Work Approved By	Date

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