**Microsoft Word   
Basic Work Order   
Template[A blue and white sign

Description automatically generated](https://www.smartsheet.com/try-it?trp=8963&utm_source=template-word&utm_medium=content&utm_campaign=Basic+Work+Order-word-8963&lpa=Basic+Work+Order+word+8963) Example**

A white and blue form with text

Description automatically generated

**Company Name**

123 Company Address Drive

Fourth Floor, Suite 412

Company City, NY 11101

321-654-9870

email address

Your Logo

|  |  |  |  |
| --- | --- | --- | --- |
| WORK ORDER | | | |
| Requestor Name | | Phone | Email |
| Romy Bailey | | 555-678-1234 | Romy@email.com |
| Work Order ID | Location Address | | |
|  | 789 Maple Street, Seattle, WA 98101 | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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 | • The technician inspected the HVAC system, identified a blocked air filter, and replaced it.  • Checked refrigerant levels, which were low, and recharged the system.  • Cleaned the condenser coils and tested the unit for proper operation.  • The air conditioning unit is now working at full capacity, and no unusual noises were noted  after servicing. |
| Explanation of 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 |

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|  |  |  |  |
| --- | --- | --- | --- |
| WORK ORDER | | | |
| Requestor Name | | Phone | Email |
|  | |  |  |
| Work Order ID | Location Address | | |
|  |  | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 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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