**Microsoft Word
Basic Work Order
Template Example**



**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 repaireddue 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 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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