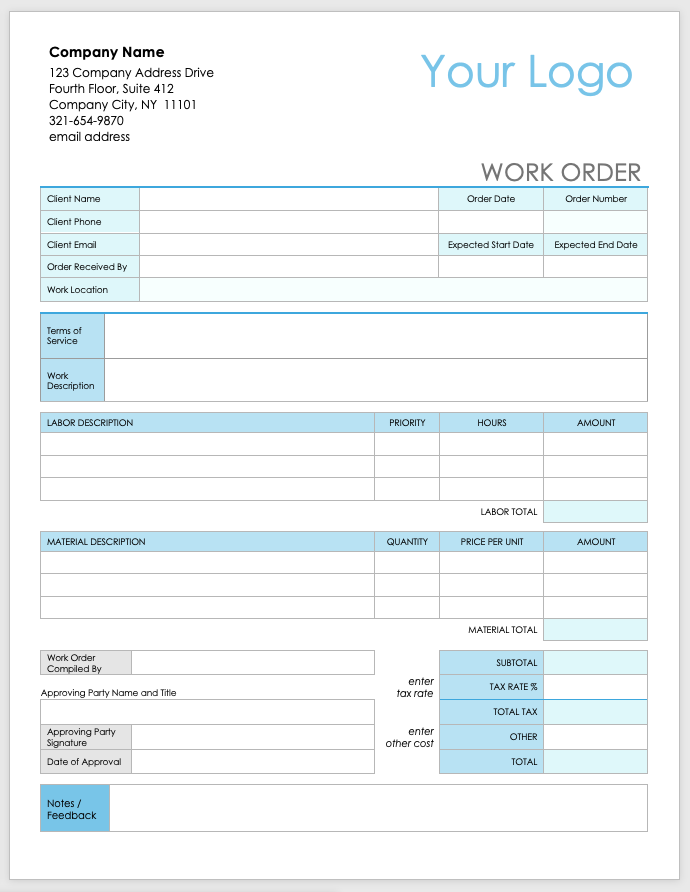
**[A blue and white sign

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

**Work Order   
Template**



**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 |  | Order Date | Order Number |
| Client Phone |  |  |  |
| Client Email |  | Expected Start Date | Expected End Date |
| Order Received By |  |  |  |
| Work Location |  | | |

|  |  |
| --- | --- |
| Terms of Service |  |
| Work Description |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| LABOR DESCRIPTION | | PRIORITY | HOURS | AMOUNT |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | | | LABOR TOTAL | **0** |
|  |  |  |  |  |
| MATERIAL DESCRIPTION | | QUANTITY | PRICE PER UNIT | AMOUNT |
|  | |  |  |  |
|  | |  |  |  |
|  | |  |  |  |
|  | | | MATERIAL TOTAL | **0** |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Work Order Compiled By |  |  | SUBTOTAL |  |
| Approving Party Name and Title | | *enter  tax rate* | TAX RATE % |  |
|  | |  | TOTAL TAX |  |
| Approving Party Signature |  | *enter  other cost* | OTHER |  |
| Date of Approval |  |  | TOTAL |  |

|  |  |
| --- | --- |
| Notes /  Feedback |  |

|  |
| --- |
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