**[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=Printable+Work+Order+Request-word-8963&lpa=Printable+Work+Order+Request+word+8963)Printable Work Order   
Request Template**

**A document with text and numbers

Description automatically generated**

|  |  |  |  |
| --- | --- | --- | --- |
| **Company Name** | | YOUR LOGO | |
| 123 Company Address Drive | |
| Fourth Floor, Suite 412 | |
| Company City, NY 11101 | |
| 321-654-9870 | |
| email address | |
|  |  |  | WORK ORDER |
| Requester Name |  | Location Address |  |
| Phone |  |  |
| Email |  |  |
|  |  |  |  |
| 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** | | | |
|  | | | |
|  |  |  |  |
| **Work Completed By** |  | **Date** |  |
|  |  |  |  |
| **Work Approved  By** |  | **Date** |  |

|  |
| --- |
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