**[](https://goo.gl/igtU83)REPAIR WORK ORDER TEMPLATE**

|  |  |
| --- | --- |
| **Company Name** | **Company  Logo** |
| 123 Company Address Drive |
| Fourth Floor, Suite 412 |
| Company City, NY 11101 |
| 321-654-9870 |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **R E P A I R W O R K O R D E R** | | | | | | | |
| **CLIENT NAME** |  | | | **ORDER NUMBER** | |  | |
| **CLIENT PHONE** |  | | | **ORDER RECEIVED BY** | |  | |
| **LOCATION** |  | | | | | | |
| **ORDER DATE** | |  | **EXPECTED START DATE** | |  | **EXPECTED END DATE** |  |
| **WORK AUTHORIZED BY** | |  | | | | | |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **PERMISSION TO ENTER SPACE** | | | | | | | | | | |
|  | **ANYTIME** |  | | **BY APPOINTMENT** | | **DATE** |  | | **TIME** |  |
|  | | |  | |  | |  |  | |  |
| **PROPERTY ENTRY NOTICE** | | | | | | | | | | |
| **This serves as notice that we entered your property today to perform requested repairs.** | | | | | | | | | | |
| **DATE** | | |  | | **TIME ENTERED** | |  | **TIME DEPARTED** | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **REQUESTED WORK DESCRIPTION** |  | | | | |
| **ADDITIONAL COMMENTS** |  | | | | |
|  |  |  |  |  |  |
| **WORK PERFORMED BY** |  | | | | |
| **DESCRIPTION OF WORK COMPLETED AND MATERIALS USED** |  | | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WORK ORDER COMPILED BY** |  |  | **COST OF LABOR** | $- |
| **CLIENT APPROVAL NAME AND TITLE** |  |  | **COST OF MATERIALS** | $- |
| **APPROVING PARTY SIGNATURE** |  |  | **TOTAL** | $- |
| **DATE OF APPROVAL** |  | **CHARGEABLE TO** |  | |