**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** |  |