



617

MAINTENANCE WORK ORDER

RESIDENT: Name _____ Unit No. _____ Phone _____

Property _____

Authorization to enter in resident's absence ☐ Yes ☐ No Appointment time to enter _____ Pet in residence ☐ Yes ☐ No

Date reported _____ Time _____ Date assigned _____ Time _____

Written by _____ Assigned to _____

WORK REQUESTED:

WORK PERFORMED:

Completed work: Date _____ Time _____ Signed _____

☐ Unable to complete because: _____

MATERIALS AND PARTS:

Quantity	Description	Unit Price	Amount

LABOR:

Date	Time started	Time finished	Total hours	Hourly rate	Amount

ACCOUNTING:

	All parts and materials	Sub-total
	All labor on this job	Sub-total
		Sales tax
		Grand total

Approved by: _____

Chargeable to: Resident Management Owner

THANK YOU! IT'S A PLEASURE TO BE OF SERVICE!

For The Repair Maintenance Work Order Document

L Reisser



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