## **MAINTENANCE WORK ORDER No. ###**

| **Date Requested:** | **Expected Start Date:** | **Expected Completion Date:** | **Completed Date:** |
| --- | --- | --- | --- |
|  |  |  |  |

| **Customer Details** |
| --- |
| **Customer ID** | Enter text here |
| **Name** | Enter text here |
| **Address** | Enter text here |
| **Contact** | Enter text here |
| **Phone** | Enter text here |
| **Email** | Enter text here |

| **Site Details** |
| --- |
| **Name** | Enter text here |
| **Site Contact** | Enter text here |
| **Address** | Enter text here |
| **Contact** | Enter text here |
| **Phone** | Enter text here |
| **Email** | Enter text here |

**TERMS OF SERVICE**

Enter text here

**DESCRIPTION OF WORK**

Enter text here

**Labor:**

| **Description** | **Qty** | **Rate** | **Amount** |
| --- | --- | --- | --- |
| Description |  |  | $ |
| Description |  |  | $ |
| Description |  |  | $ |
| Description |  |  | $ |
| Description |  |  | $ |
| **Total** | $ |

**Materials Required:**

| **Description** | **Qty** | **Price Per Unit** | **Amount** |
| --- | --- | --- | --- |
| Description | # | $ | $ |
| Description | # | $ | $ |
| Description | # | $ | $ |
| Description | # | $ | $ |
| Description | # | $ | $ |
| **Total** | $ |

**Total Cost:**

| **Total Labor** |  |
| --- | --- |
| **Total Materials** |  |
| **Tax Rate %** |  |
| **Total Tax** |  |
| **Total** |  |

**Tasks to Be Completed**

 ☐ Due: Choose date Task: Enter text here

 ☐ Due: Choose date Task: Enter text here

 ☐ Due: Choose date Task: Enter text here

 ☐ Due: Choose date Task: Enter text here

 ☐ Due: Choose date Task: Enter text here

 ☐ Due: Choose date Task: Enter text here

 ☐ Due: Choose date Task: Enter text here

| **Comments and/or Special Instructions:** |
| --- |
|  |

| **Customer Approver Name** |  |
| --- | --- |
| **Customer Approver Title** |  |
| **Customer Approver Signature** |  |
| **Date of Approval** |  |

**Thank you for your business!**