

# DIGITS TRADING INC.

#56 Mayor Ignacio S. Diaz St., Brgy. San Martin De Pores, Quezon City

## WORK ORDER REQUEST FORM

REQUESTOR'S NAME  
DEPARTMENT/STORE

FRED CHUA  
RMA OFFICE

DATE SUBMITTED  
WOR NO.

13 DEC 2022

PRIORITY LEVEL

☐

EMERGENCY

☐

URGENT/HIGH

☒

INTERMEDIATE/MEDIUM

☐

LOW

Please check the boxes above for the priority level indication.

## WORK REQUEST/PROBLEM COMPLETE DESCRIPTION

REPAIR OF THE OFFICE OF RMA

To be fill up by the requestor, kindly please make the problem description clear and concise.

REQUESTEE'S NAME  
DEPARTMENT

ANGELACORTE  
RMA

DATE RECEIVED

CONTRACTOR/IN-HOUSE

IN HOUSE

To be fill up by the requestee (usually for admin dept. personnel).

## WORK/ACTIVITIES PERFORMED

Date Start Time End Time Service Report No.

## MATERIALS/PARTS USED

QTY	UNIT	MATERIALS/PARTS DESCRIPTION	OR NO.	SI NO.	TIN NO.	UNIT PRICE	AMOUNT
6	GLN	BOYSEN				100	600
5	PCS	ROLLER				10	50
4	PCS	BRUSH				15	60
1	PC	HOUSING SWITCH				350	350

To be fill up by the maintenance in-house or admin dept. base on the service report submitted by the contractor.

## ADDITIONAL INSTRUCTIONS

RMA OFFICE

To be fill up by the maintenance in-house or admin dept. base on the service report submitted by the contractor.

VERIFIED BY

FC

DATE VERIFIED

13 DEC 2022

To be fill up by the admin dept. and requestor..