



# PDF Repair Work Order Template Example

Blank template on page 3.

Try  **smartsheet** for free

## Company Name

123 Company Address Drive  
Fourth Floor, Suite 412  
Company City, NY 11101  
321-654-9870  
email address

Your Logo

## WORK ORDER

Client Name	Client Phone	Client Email	Order Number
Olivia Carter	555-123-9876	<a href="mailto:olivia@email.com">olivia@email.com</a>	0045678
Location	304B Pine Ridge Apartments, Seattle, WA 98102		
Date of Order	11/09/20XX	Start Date	11/10/20XX
End Date		11/10/20XX	

PERMISSION TO ENTER SPACE	Any Time	Appointment Date	11/10/20XX
	X By Appointment	Appointment Time	9:00 AM

PROPERTY ENTRANCE NOTICE	This serves as notice that we entered your property today to perform requested repairs.	Time Entered	9:00 AM
		Time Departed	12:00 PM

Requested Work Description	Tenant reported that the kitchen sink has been leaking and causing water damage under the cabinet. The faucet may need repair or replacement.
Additional Comments	Tenant requests that the work be completed late morning due to her schedule constraints.
Work Performed By	Technician: Jason Desjardins Helper: Tamika Marshall
Description of Work Completed, Materials Used, and Cost of Labor	<ul style="list-style-type: none"><li>- The kitchen sink faucet was replaced due to a broken valve.</li><li>- Affected area under the sink was dried out, and a protective liner was installed to prevent further water damage.</li><li>- Materials used: New Faucet, Water-resistant cabinet liner, Sealant</li><li>- Labor: 3 hours @ \$50 per hour</li></ul>

Work Authorized By	Olivia Carter
Order Compiled By	Jason Desjardins
Chargeable To	Pine Ridge Properties
Client Name & Title	Olivia Carter, Tenant
Approval Signature	
Date of Approval	11/10/20XX

LABOR COST	\$	75.00
MATERIALS COST	\$	150.00
SUBTOTAL	\$	225.00
TAX RATE %	7.000%	
TOTAL TAX	\$	15.75
TOTAL	\$	240.75

enter tax rate

Date of Approval	11/10/20XX
Approval Signature	
Client Name & Title	Olivia Carter, Tenant
Chargeable To	Pine Ridge Properties
Order Compiled By	Jason Desjardins
Work Authorized By	Olivia Carter

LABOR	\$	75.00
TOTAL TAX	\$	15.75
TAX RATE %	7.000%	
SUBTOTAL	\$	225.00
MATERIALS COST	\$	150.00
LABOR COST	\$	75.00

enter tax rate

Description of Work Completed, Materials Used, and Cost of Labor	<ul style="list-style-type: none"><li>- Labor: 3 hours @ \$50 per hour</li><li>- Materials used: New Faucet, Water-resistant cabinet liner, Sealant</li><li>- Affected area under the sink was dried out, and a protective liner was installed to prevent further water damage.</li><li>- The kitchen sink faucet was replaced due to a broken valve.</li></ul>
Work Performed By	Technician: Jason Desjardins Helper: Tamika Marshall
Additional Comments	Tenant requests that the work be completed late morning due to her schedule constraints.

Company Name

123 Company Address Drive  
Fourth Floor, Suite 412  
Company City, NY 11101  
321-654-9870  
email address

Your Logo

WORK ORDER

Client Name		Client Phone	Client Email		Order Number
Olivia Carter		555-123-9876	<a href="mailto:olivia@email.com">olivia@email.com</a>		0045678
Location	304B Pine Ridge Apartments, Seattle, WA 98102				
Date of Order	11/09/20XX	Start Date	11/10/20XX	End Date	11/10/20XX

PERMISSION TO ENTER SPACE		Any Time	Appointment Date	11/10/20XX
	X	By Appointment	Appointment Time	9:00 AM

PROPERTY ENTRANCE NOTICE	This serves as notice that we entered your property today to perform requested repairs.		Time Entered	9:00 AM
			Time Departed	12:00 PM

Requested Work Description	Tenant reported that the kitchen sink has been leaking and causing water damage under the cabinet. The faucet may need repair or replacement.
Additional Comments	Tenant requests that the work be completed late morning due to her schedule constraints.
Work Performed By	Technician: Jason Desjardins Helper: Tamika Marshall
Description of Work Completed, Materials Used, and Cost of Labor	<div>- The kitchen sink faucet was replaced due to a broken valve.</div> <div>- Affected area under the sink was dried out, and a protective liner was installed to prevent further water damage.</div> <div>- Materials used: New Faucet, Water-resistant cabinet liner, Sealant</div> <div>- Labor: 3 hours @ \$50 per hour</div>

Work Authorized By	Olivia Carter
Order Compiled By	Jason Desjardins
Chargeable To	Pine Ridge Properties
Client Name & Title	Olivia Carter, Tenant
Approval Signature	
Date of Approval	11/10/20XX

enter tax rate

LABOR COST	\$	75.00
MATERIALS COST	\$	150.00
SUBTOTAL	\$	225.00
TAX RATE %		7.000%
TOTAL TAX	\$	15.75
TOTAL	\$	240.75

Company Name

123 Company Address Drive  
Fourth Floor, Suite 412  
Company City, NY 11101  
321-654-9870  
email address

Your Logo

WORK ORDER

Client Name	Client Phone	Client Email	Order Number
Location			
Date of Order	Start Date	End Date	

PERMISSION TO ENTER SPACE	Any Time	Appointment Date
	By Appointment	Appointment Time

PROPERTY ENTRANCE NOTICE	This serves as notice that we entered your property today to perform requested repairs.	Time Entered
		Time Departed

Requested Work Description	
Additional Comments	
Work Performed By	
Description of Work Completed, Materials Used, and Cost of Labor	

Work Authorized By	
Order Compiled By	
Chargeable To	
Client Name & Title	
Approval Signature	
Date of Approval	

LABOR COST	
MATERIALS COST	
SUBTOTAL	
TAX RATE %	enter tax rate
TOTAL TAX	
TOTAL	

## **DISCLAIMER**

Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk.