

PDF Simple Work Order Template Example

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Company Name	Your Logo			
123 Company Address Drive Seattle, WA 98101 321-654-9870 email address				
WORK ORDER				
Requester Name		Phone	Email	
Romy Bailey		555-678-1234	Romy@email.com	
Work Order ID	Location Address			
0010012	789 Maple Street, Seattle, WA 98101			
Priority Level	Order Date and Time	Date Needed	Date Delivered	
High	11/09/20XX 10:00 AM	11/09/20XX	11/09/20XX	
Work Assigned To	Work Billed To			
Jason Desjardins	Romy Bailey			
Request Description	Romy requested that the air conditioning system at her property be inspected and repaired due to insufficient cooling. She also mentioned an issue with the system making strange noises.			
Description of Work Completed	<ul style="list-style-type: none"> The technician inspected the HVAC system, identified a blocked air filter, and replaced it. Checked refrigerant levels, which were low, and recharged the system. Cleaned the condenser coils and tested the unit for proper operation. The air conditioning unit is now working at full capacity, and no unusual noises were noted after servicing. 			
Explanation of Incomplete Work	No incomplete work reported.			
Materials and Labor				
Description		Quantity	Price per Unit	Amount
Air Filter Replacement		1	\$15.00	\$15.00
Refrigerant (R-22)		1	\$50.00	\$50.00
Labor (2 hours)		2	\$75.00	\$150.00
Condenser Coil Cleaner		1	\$20.00	20.00
			TOTAL	\$235.00
Work Completed By	Date and Time Completed	Work Approved By	Date	
Jason Desjardins	11/09/20XX 2:00 PM	Romy Bailey	11/09/20XX	

Company Name

123 Company Address Drive
Seattle, WA 98101
321-654-9870
email address

**WORK ORDER**

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Work Order ID	Location Address	
0010012	789 Maple Street, Seattle, WA 98101	

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Work Assigned To	Work Billed To
Jason Desjardins	Romy Bailey

Request Description	Romy requested that the air conditioning system at her property be inspected and repaired due to insufficient cooling. She also mentioned an issue with the system making strange noises.
Description of Work Completed	<ul style="list-style-type: none">The technician inspected the HVAC system, identified a blocked air filter, and replaced it.Checked refrigerant levels, which were low, and recharged the system.Cleaned the condenser coils and tested the unit for proper operation.The air conditioning unit is now working at full capacity, and no unusual noises were noted after servicing.
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Request Description	
Description of Work Completed	
Explanation of Incomplete Work	

Materials and Labor

Description	Quantity	Price per Unit	Amount
TOTAL			

Work Completed By	Date and Time Completed	Work Approved By	Date

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