

Maintenance Order

REGATTA RIVERVIEW CONDOMINIUM

12 Museum Way
Cambridge, Massachusetts 02141
617-722-4004

001081

| | |
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| ORDERED BY | PHONE |
| RIVERA | |
| JOB LOCATION | |
| 1621 | |

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| BILLING TO |
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| DATE RECEIVED | 12/09/2024 | TIME RECEIVED | RECEIVED BY |
| DATE SCHEDULED | | TIME SCHEDULED | ASSIGNED TO |
| AUTHORIZATION TO ENTER IN OCCUPANT'S ABSENCE? | <input checked="" type="checkbox"/> YES | <input type="checkbox"/> NO | SPECIAL INSTRUCTIONS: KNOCK BEFORE GOING IN |

| MATERIALS | | | |
|-----------|---------------|-----------|--------|
| Qty. | Description | Unit Cost | Amount |
| | Needs to call | | |
| | John J scws' | | |
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| WORK REQUESTED | |
| GARBAGE DISPOSAL WATER DOES NOT COMPLETELY FLOW THROUGH PLEASE INSPECT | |

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| <input checked="" type="checkbox"/> WORK COMPLETED |
| CAUSE OF PROBLEM |

| LABOR | | | | | |
|----------|----------|------|-------|--------|--------|
| DATE | TIME | TIME | TOTAL | HOURLY | AMOUNT |
| STARTED | FINISHED | | HOURS | RATE | |
| 12/10/24 | | | | | |
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| BY | | | TOTAL | | |
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|---|--------------------------|
| STATUS | Sub-Total THIS COLUMN |
| <input type="checkbox"/> Temporarily Repaired | LABOR |
| <input type="checkbox"/> Parts on Order | TAX |
| <input type="checkbox"/> Contractor Called | GRAND TOTAL |
| <input type="checkbox"/> Job Completed | AMOUNT PAID |
| COMPLETED BY | BALANCE |
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