

Maintenance Order

REGATTA RIVERVIEW CONDOMINIUM

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

001100

ORDERED BY	PHONE
Brooke	
JOB LOCATION	
1702	

BILLING TO

DATE RECEIVED	TIME RECEIVED	RECEIVED BY
12/2/24	2:13PM	Mike
DATE SCHEDULED	TIME SCHEDULED	ASSIGNED TO
AUTHORIZATION TO ENTER IN OCCUPANT'S ABSENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO SPECIAL INSTRUCTIONS:		

MATERIALS			
Qty	Description	Unit Cost	Amount
	put door back need plumber for faucet.		

WORK REQUESTED	
<p>① Fix bedroom closet door in guest bedroom and guest bath.</p> <p>② Faucet needs to be tightened.</p>	

WORK COMPLETED

CAUSE OF PROBLEM

LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
12/3/24					
BY			TOTAL ↔		

OTHER CHARGES/COMMENTS	
STATUS	SUB-TOTAL, THIS COLUMN
<input type="checkbox"/> Temporarily Repaired	
<input type="checkbox"/> Parts on Order	
<input type="checkbox"/> Contractor Called	
<input type="checkbox"/> Job Completed	
COMPLETED BY	LABOR
	TAX
	GRAND TOTAL
APPROVED BY	AMOUNT PAID
	BALANCE