

## Maintenance Order

# **REGATTA RIVERVIEW CONDOMINIUM**

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

001082

ORDERED BY	PHONE	BILLING TO
WU		
JOB LOCATION		
1529		

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

WORK REQUESTED

GARBAGE DISPOSAL IS JAMMED  
PLEASE INSPECT

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

LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
12/11/2029					
BY					TOTAL 

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