

Maintenance Order

REGATTA RIVIEW CONDOMINIUM

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

001027

| | |
|---------------|-------|
| ORDERED BY | PHONE |
| <i>DHOOKE</i> | |
| JOB LOCATION | |
| 1023 | |

| | | |
|--------------------------------------------------|--------------------------------------------------------------------------------------|-------------|
| DATE RECEIVED <i>10/23/2024</i> | 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

OTHER CHARGES/COMMENTS

.....
.....
.....

| | |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| STATUS | SUB-TOTAL THIS COLUMN |
| <input type="checkbox"/> Temporarily Repaired _____ <input type="checkbox"/> Parts on Order _____ <input type="checkbox"/> Contractor Called _____ | LAPTOP |

| | |
|----------------------------------------|-------|
| <input type="checkbox"/> Job Completed | LABOR |
| COMPLETED BY | |
| | TAX |

| | |
|--------------------|--------------------|
| | GRAND TOTAL |
| APPROVED BY | AMOUNT PAID |
| | BALANCE |