


# Maintenance Order

## REGATTA RIVERVIEW CONDOMINIUM

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

001067

ORDERED BY  PHONE WU

JOB LOCATION 1429

BILLING TO	

DATE RECEIVED	11/15/2024	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					
<div style="font-size: 24px; font-family: cursive;">KITCHEN DISPOSAL NOT WORKING</div>					
<input checked="" type="checkbox"/> WORK COMPLETED					
CAUSE OF PROBLEM					
LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
11/15/25					
BY				TOTAL	

MATERIALS			
Qty.	Description	Unit Cost	Amount
	Unjammed disposal		
OTHER CHARGES/COMMENTS			
<b>STATUS</b> <input type="checkbox"/> Temporarily Repaired <input type="checkbox"/> Parts on Order <input type="checkbox"/> Contractor Called <input type="checkbox"/> Job Completed		<b>SUB-TOTAL THIS COLUMN</b>  <b>LABOR</b>  <b>TAX</b>  <b>GRAND TOTAL</b>	
<b>COMPLETED BY</b>			
<b>APPROVED BY</b>		<b>AMOUNT PAID</b>	
		<b>BALANCE</b>	