

Maintenance Order

REGATTA RIVERVIEW CONDOMINIUM

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

001073

ORDERED BY	PHONE
OWNER	
JOB LOCATION	
705	

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					
<p style="font-size: 2em; margin-top: 0;">2 KEY FOBS</p>					
<input type="checkbox"/> WORK COMPLETED					
CAUSE OF PROBLEM					
LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
BY			TOTAL 		

MATERIALS		
Qty	Description	Unit Cost
		100.00
		200.00
OTHER CHARGES/COMMENTS		
STATUS <input type="checkbox"/> Temporarily Repaired <input type="checkbox"/> Parts on Order <input type="checkbox"/> Contractor Called <input type="checkbox"/> Job Completed		SUB-TOTAL THIS COLUMN LABOR
COMPLETED BY		TAX
		GRAND TOTAL
APPROVED BY		AMOUNT PAID 200.00 BALANCE