

Maintenance Order

REGATTA RIVerview CONDOMINIUM
 12 Museum Way
 Cambridge, Massachusetts 02141
 617-722-4004

001093

ORDERED BY	PHONE
308	
JOB LOCATION	
308	

BILLING TO

DATE RECEIVED 11/19/24	TIME RECEIVED	RECEIVED BY Mike
DATE SCHEDULED 11/19/24	TIME SCHEDULED	ASSIGNED TO
AUTHORIZATION TO ENTER IN OCCUPANT'S ABSENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO SPECIAL INSTRUCTIONS:		

WORK REQUESTED
Resident locked out. Michael opened door for them.

MATERIALS			
Qty	Description	Unit Cost	Amount

<input type="checkbox"/> WORK COMPLETED

OTHER CHARGES/COMMENTS	

LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
BY				TOTAL	↔

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	
TAX	
GRAND TOTAL	
APPROVED BY	AMOUNT PAID
BALANCE	