

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

ORDERED BY	PHONE
ALLEN	
JOB LOCATION	
1627	

BILLING TO

DATE RECEIVED	10/31/2024	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					
HVAC FILTER KITCHEN LIGHTS OUT SMOKE DETECTOR CHECK BATTERIES					
<input checked="" type="checkbox"/> WORK COMPLETED					
CAUSE OF PROBLEM					
LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
11/11/24					
BY				TOTAL	

MATERIALS			
Qty	Description	Unit Cost	Amount
1	replaced filter		5.00
1	replaced kitchen light		12.00
	and smoke detector		1.00
	battery		
OTHER CHARGES/COMMENTS			
STATUS		SUB-TOTAL THIS COLUMN	18.00
<input type="checkbox"/> Temporarily Repaired		LABOR	75.00
<input type="checkbox"/> Parts on Order		TAX	
<input type="checkbox"/> Contractor Called		GRAND TOTAL	
<input type="checkbox"/> Job Completed		AMOUNT PAID	
COMPLETED BY		BALANCE	103.00
APPROVED BY			