

Maintenance Order

REGATTA RIVERVIEW CONDOMINIUM

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

001029

ORDERED BY	PHONE
JAN JHAYERI	
JOB LOCATION	
312	

BILLING TO

DATE RECEIVED 10/28/2024	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					
MAIL KEY					
<input checked="" type="checkbox"/> WORK COMPLETED					
CAUSE OF PROBLEM					
LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
10/28/29					
BY _____			TOTAL ↔		

MATERIALS			
Qty.	Description	Unit Cost	Amount
	cut Key and left At front desk		
OTHER CHARGES/COMMENTS			
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 _____		LABOR	
COMPLETED BY		TAX	
		GRAND TOTAL	
APPROVED BY		AMOUNT PAID	
		BALANCE	