

Maintenance Order

REGATTA RIVERVIEW CONDOMINIUM

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

001129

ORDERED BY	PHONE
DOMENICK	
JOB LOCATION	
724	

BILLING TO

DATE RECEIVED	TIME RECEIVED	RECEIVED BY
01/22/2025		
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					
NEW MAIL KEY					
<input checked="" type="checkbox"/> WORK COMPLETED					
CAUSE OF PROBLEM					
LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
1/23/25					
BY				TOTAL	

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