

Maintenance Order

REGATTA RIVIEW CONDOMINIUM

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

001024

ORDERED BY	PHONE
OWNER	
JOB LOCATION	
2021	

BILLING TO	

DATE RECEIVED 10/22/2024	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	
NEW MAIL KEY	

MATERIALS			
Oty	Description	Unit Cost	Amount
	cut key and left at desk		

<input checked="" type="checkbox"/> WORK COMPLETED
CAUSE OF PROBLEM

OTHER CHARGES/COMMENTS	

LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
10/23/24					
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	
LABOR	
TAX	
GRAND TOTAL	
APPROVED BY	AMOUNT PAID
BALANCE ➡	