

## Maintenance Order

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

001031

ORDERED BY	PHONE
TENANT	
JOB LOCATION	
609	
BILLING TO	

DATE RECEIVED 10/09/2024	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**

WORK COMPLETED

**CAUSE OF PROBLEM**

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<p><b>STATUS</b></p> <p><input type="checkbox"/> Temporarily Repaired _____</p> <p><input type="checkbox"/> Parts on Order _____</p>	<p><b>SUB-TOTAL THIS COLUMN</b></p> <p>_____</p>
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<input type="checkbox"/> Contractor Called _____	LABOR	
<input type="checkbox"/> Job Completed	TAX	
<b>COMPLETED BY</b>		
		<b>GRAND TOTAL</b>
<b>APPROVED BY</b>	<b>AMOUNT PAID</b>	