

## Maintenance Order

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

001104

ORDERED BY	PHONE	BILLING TO
BOYER		
JOB LOCATION		
214		

DATE RECEIVED 12/11/2024	TIME RECEIVED	RECEIVED BY
DATE SCHEDULED	TIME SCHEDULED	ASSIGNED TO
AUTHORIZATION TO ENTER IN OCCUPANT'S ABSENCE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	SPECIAL INSTRUCTIONS: PLEASE KNOCK ON THE DOOR	

**WORK REQUESTED**

<input checked="" type="checkbox"/> WORK COMPLETED				
CAUSE OF PROBLEM				
LABOR				
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE
12/13/21				
BY				TOTAL ➡

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