

## Maintenance Order

## REGATTA RIVERVIEW CONDOMINIUM

**12 Museum Way**

**Cambridge, Massachusetts 02141**

**617-722-4004**

001119

BILLING TO

DATE RECEIVED 01/06/2025	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					
TURN WATER IN LAUNDRY BACK					
<input checked="" type="checkbox"/> WORK COMPLETED					
CAUSE OF PROBLEM					
LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
11/6/25					
BY			TOTAL 		

MATERIALS			
Qty.	Description	Unit Cost	Amount
	needs to call		
	Appliance Company		
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		AMOUNT PAID	
COMPLETED BY		BALANCE	
APPROVED BY			