

# Maintenance Order

## REGATTA RIVERVIEW CONDOMINIUM

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

001045

ORDERED BY	PHONE
Domenick	
JOB LOCATION	
1424	

BILLING TO

DATE RECEIVED	TIME RECEIVED	RECEIVED BY
10/11/24	9:21 AM	Michael
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
Replace HVAC filter
<input checked="" type="checkbox"/> WORK COMPLETED

MATERIALS			
Qty.	Description	Unit Cost	Amount
	replaced 2 filters		
OTHER CHARGES/COMMENTS			

LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
10/11/24					
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	
LABOR	
COMPLETED BY	
TAX	
GRAND TOTAL	
APPROVED BY	AMOUNT PAID
BALANCE	