

# Maintenance Order

## REGATTA RIVIEW CONDOMINIUM

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

001029

ORDERED BY	PHONE
<i>S. JHAVERI</i>	
JOB LOCATION	
<i>312</i>	

BILLING TO

DATE RECEIVED	TIME RECEIVED	RECEIVED BY
<i>10/28/2024</i>		
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	
<i>MAIL KEY</i>	
<input checked="" type="checkbox"/> WORK COMPLETED	
CAUSE OF PROBLEM	

MATERIALS			
Qty.	Description	Unit Cost	Amount
<i>cut key and left at front desk</i>			
OTHER CHARGES/COMMENTS			

LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
<i>10/28/24</i>					
				<b>TOTAL</b>	
				<b>➡</b>	
BY					

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	
TAX	
GRAND TOTAL	
APPROVED BY	AMOUNT PAID
BALANCE	