

# Maintenance Order

## REGATTA RIVERVIEW CONDOMINIUM

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

001140

ORDERED BY	PHONE
Yiyu	
JOB LOCATION	
1527	

BILLING TO	

DATE RECEIVED	TIME RECEIVED	RECEIVED BY
12/31/24	12:22 pm	
DATE SCHEDULED	TIME SCHEDULED	ASSIGNED TO
AUTHORIZATION TO ENTER IN OCCUPANT'S ABSENCE? <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO SPECIAL INSTRUCTIONS:		

MATERIALS			
Qty	Description	Unit Cost	Amount
	door is warped can not be adjusted		

WORK REQUESTED	
Owner requesting adjustment of laundry doors so they sit flush.	

OTHER CHARGES/COMMENTS	

LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
12/3/24					
TOTAL				↔	
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		LABOR
		TAX
		GRAND TOTAL
APPROVED BY		AMOUNT PAID
		BALANCE