

## SURAT PERINTAH KERJA PEMASANGAN INSTALASI WORK ORDER

Nomor SPK : \_\_\_\_\_ Hari/Tanggal : \_\_\_\_\_  
WO Number Day/Date

Nama pelanggan : \_\_\_\_\_ Penghubung : \_\_\_\_\_  
Customer name Contact person

Alamat pelanggan : \_\_\_\_\_ Telepon : \_\_\_\_\_  
Customer address Telephone

Layanan : \_\_\_\_\_ No. Jaringan : \_\_\_\_\_  
Services Circuit ID

Jenis Perangkat : \_\_\_\_\_ Kecepatan : \_\_\_\_\_  
Type of device Bandwidth

Akses Vlan-ID : \_\_\_\_\_

Lokasi pelanggan : \_\_\_\_\_  
Customer location

Petugas : \_\_\_\_\_ Telepon : \_\_\_\_\_  
Officer Telephone

Waktu pelaksanaa : 

Mulai	Tanggal	_____	Jam	_____
Start	Date	_____	Hour	_____

Selesai	Tanggal	_____	Jam	_____
Finished	Date	_____	Hour	_____

### Deskripsi pekerjaan

Job descriptions

#### A. Kondisi permasalahan

Conditions of the problem

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

#### B. Penanganan permasalahan

Handling of Problem

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_

#### C. Pemecahan masalah

Problem solving

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_
5. \_\_\_\_\_
6. \_\_\_\_\_
7. \_\_\_\_\_
8. \_\_\_\_\_
9. \_\_\_\_\_
10. \_\_\_\_\_

### Kuisiioner diisi oleh pelanggan

Questionnaires filled out by the customer

Ya ☐ / Tidak ☐ : Petugas datang tepat waktu dan sopan  
Yes No Officer came on time and polite

Ya ☐ / Tidak ☐ : Petugas mengenakan seragam dan ID Card  
Yes No Officers wear a uniform and ID Card

Ya ☐ / Tidak ☐ : Hasil pekerjaan dilakukan dengan baik dan rapih  
Yes No The results of a job well done and neatly

Yang Menerbitkan /Publisher,		Pelaksana / Implementers,	Pelanggan / Customer ,
Petugas Admin		Petugas Teknisi	Nama perusahaan : _____ Company Name
Ditandatangani secara elektronik		Name : _____	Name : _____
		Title : Teknisi	Title : _____