

WORK ORDER

Issuer: ServiceChannel

WO#: SC-1910446

Work Order Number: SC-1910446

Job Details

Customer: Greenfield Plaza
Service Address: 123 Main St, Albany, NY 12207
Requested By: Facilities Team
Scheduled Date: 2025-12-15
Priority: High
NTE Amount: \$350.00
Category: Janitorial - Nightly
Facility ID: GF-ALB-001

Scope of Work

- Restroom clean + replenish supplies (2 units)
- Vacuum common areas (lobby + hallways)
- Empty trash + replace liners
- Spot-clean glass doors

Completion Requirements:

- Take 3 photos (before/after) and attach to completion email.
- Obtain site contact signature at bottom of page.

Site Contact Signature

Date

Note: This is a sample PDF for development/testing.