

# SERVICE REQUEST

Issuer: ServiceTrade  
WO#: ST-0098123

Work Order Reference: ST-0098123

Dispatch Notes: Call ahead 30 minutes. Use loading dock entrance.

## Work Description

- Clean breakroom and wipe down counters.
- Empty all bins; replace liners.
- Mop entryway; salt if needed (weather-dependent).

Completion: Email signed PDF to signed@company.com

## Job Summary

WO#: ST-0098123  
Customer: Harbor Point  
Address: 17 Dock St, NYC  
Priority: Normal  
NTE: \$425  
Category: Janitorial  
Requested: 2025-12-15  
Due: 2025-12-17

Ref: ST-0098123

Site Contact Signature

Date

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