

PDF Simple Work Order Template Example

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Company Name
123 Company Address Drive
Seattle, WA 98101
321-654-9870
email address

Your Logo

WORK ORDER

Requester Name	Phone	Email
Romy Bailey	555-678-1234	Romy@email.com

Work Order ID	Location Address
0010012	789 Maple Street, Seattle, WA 98101

Priority Level	Order Date and Time	Date Needed	Date Delivered
High	11/09/20XX 10:00 AM	11/09/20XX	11/09/20XX

Work Assigned To	Work Billed To
Jason Desjardins	Romy Bailey

Request Description	Romy requested that the air conditioning system at her property be inspected and repaired due to insufficient cooling. She also mentioned an issue with the system making strange noises.
Description of Work Completed	<ul style="list-style-type: none"> The technician inspected the HVAC system, identified a blocked air filter, and replaced it. Checked refrigerant levels, which were low, and recharged the system. Cleaned the condenser coils and tested the unit for proper operation. The air conditioning unit is now working at full capacity, and no unusual noises were noted after servicing.
Explanation of Incomplete Work	No incomplete work reported.

Materials and Labor

Description	Quantity	Price per Unit	Amount
Air Filter Replacement	1	\$15.00	\$15.00
Refrigerant (R-22)	1	\$50.00	\$50.00
Labor (2 hours)	2	\$75.00	\$150.00
Condenser Coil Cleaner	1	\$20.00	20.00
TOTAL			\$235.00

Work Completed By	Date and Time Completed	Work Approved By	Date
Jason Desjardins	11/09/20XX 2:00 PM	Romy Bailey	11/09/20XX

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Jason Desjardins	Romy Bailey

Request Description	Romy requested that the air conditioning system at her property be inspected and repaired due to insufficient cooling. She also mentioned an issue with the system making strange noises.
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