

## Work Order Form

**Work Order #:** 11266      **Type:** Other

<b>RECEIVED:</b>	Date	Time	Taken By	Emergency	Priority	Permission to Enter
	01/14/2019	02:14 PM	La Reina Jim	No		No

Smoke Detector Status:  Passed  Failed      Housekeeping Status:  Good  Average  Poor

**Work Order Description:**

What is the problem? Ex: Pellet stove not working, sink leaking, etc.

**Tenant-Unit or Area:** Name/Address

P-Prj-Unit-Sq  
OR-900- -01  
Other Receivables

**Phone Numbers**

Home: (775) -----

Work:

Cell:

A S S I G N E D To	Date & Time ASSIGNED		Date & Time STARTED		Date & Time COMPLETED		Total Hours
Tommy	01/14/2019	02:14 PM					

**Remarks:**

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Labor: Doneby / Date	Hours	Rate	Total Cost	Tenant Cost	Doneby / Date	Hours	Rate	Total Cost	Tenant Cost

Materials: Description	Quantity	Unit Cost	Total Cost	Tenant Cost	Description	Quantity	Unit Cost	Total Cost	Tenant Cost

Mileage: Description	Start	End	Total Cost	Tenant Cost	Description	Start	End	Total Cost	Tenant Cost

Contractor: Contractor	Total Cost	Tenant Cost	Contractor	Total Cost	Tenant Cost

Preparer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Tenant Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_