**REPAIR WORK ORDER TEMPLATE**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Company Name** | | | | | | | YOUR LOGO | | | |
| 123 Company Address Drive | | | | | | |
| Fourth Floor, Suite 412 | | | | | | |
| Company City, NY 11101 | | | | | | |
| 321-654-9870 | | | | | | |
| email address | | | | | | |
| REPAIR WORK ORDER | | | | | | | | | | |
| **CLIENT NAME** | | |  | | | | **ORDER NUMBER** | |  | |
| **CLIENT PHONE** | | |  | | | | **ORDER RECEIVED BY** | |  | |
| **LOCATION** | | |  | | | | | | | |
| **ORDER DATE** | | |  | **EXPECTED START DATE** | | |  | | **EXPECTED END DATE** |  |
|  | | |  | |  | |  | |  |  |
| **WORK AUTHORIZED BY** | | |  | | | | **SIGNATURE** | |  | |
|  | | |  | |  | |  | |  |  |
| **PERMISSION TO ENTER SPACE** | | | | | | | | | | |
|  | **ANYTIME** |  | **BY APPOINTMENT** | | **DATE** | |  | | **TIME** |  |
|  | | |  | |  | |  | |  |  |
| **PROPERTY ENTRY NOTICE** | | | | | | | | | | |
| **This serves as notice that we entered your property today to perform requested repairs.** | | | | | | | | | | |
| **DATE** | | |  | | **TIME ENTERED** | |  | | **TIME DEPARTED** |  |
|  | | |  | |  | |  | |  |  |
| **REQUESTED WORK DESCRIPTION** | | |  | | | | | | | |
| **ADDITIONAL COMMENTS** | | |  | | | | | | | |
|  | | |  | |  | |  | |  |  |
| **WORK PERFORMED BY** | | |  | | | | | | | |
| **DESCRIPTION OF WORK COMPLETED AND MATERIALS USED** | | |  | | | | | | | |
|  | | |  | |  | |  | |  |  |
|  | | |  | |  | |  | |  |  |
| **WORK ORDER COMPILED BY** | | |  | | | |  | | **COST OF LABOR** |  |
| **CLIENT APPROVAL NAME AND TITLE** | | |  | | | |  | | **COST OF MATERIALS** |  |
| **APPROVING PARTY SIGNATURE** | | |  | | | |  | | **TOTAL** |  |
| **DATE OF APPROVAL** | | |  | | | **CHARGEABLE TO** | |  | | |