

MAINTENANCE WORK ORDER	DATE RECEIVED: _____	TIME RECEIVED: _____
	RECEIVED BY: _____	
	REQUESTED BY: _____	PHONE: _____
LANDLORD: _____	UNIT NO.: _____	
TENANT: _____	PHONE: _____	
CHARGEABLE TO: _____		

WORK REQUESTED

7 _____

8 _____

9 _____

10 _____

11 _____

12 _____

SPECIAL INSTRUCTIONS:

13 _____

14 _____

15 _____

WORK ASSIGNED TO:

16 _____

17 _____

WORK ACCOMPLISHED

WORKER:	DATE	TIME STARTED	TIME FINISHED	TOTAL TIME	
21					
22					
MATERIALS / OTHER COSTS / COMMENTS					
24					
25					
26					
27					
28 SIGNATURE:				TOTAL \$	