Repair Work Order

Work order information	
Work order #	
Priority level	
Date issued	
Assigned to	
Requested by	

Work location	
Address	
Building	
Room #	

Work details	
Request type	
Equipment or asset	ID #
Physical location	
Work details -	

Work status	Technician notes
● Complete ● Not complete	

Expenses			
Parts and materials	**Part #**	**Qty**	**Amount**
Parts and materials total			

Labor			
Labor Name	**Hours**	**Rate**	**Amount**
Labor total			

Parts and materials total	
Other	
Tax	
Total	

Supervisor approval		
Name	Signature	Date