

Example Form: Work Order

WORK ORDER NO. _____ DATE _____				
LOCATION: REQUESTED BY: (Phone): PRIORITY:				
EQUIPMENT NAME: NO.	Inspect Repair	Replace Overhaul	Service Paint	
WORK DESCRIPTION:				
WORK PERFORMED/COMMENTS:				
JOB ESTIMATE: Labor \$ Material \$				
WORK RECORD				
Personnel Assigned	Man hours	Date	Work Done	Parts & Materials
TOTAL Work Completed By: _____ Date: _____ Work Accepted By: _____ Date: _____				