

WORK ORDER

Blank printable form · Fill and review the operational record

Business: _____

Address / contact: _____

Work order: _____ Issue date: _____

Customer / department: _____

Service location / asset: _____

Requested / needed date: _____ Priority: Low / Normal / High / Urgent

REQUESTED WORK / AUTHORIZED SCOPE

Requested by: _____ Assigned to: _____

LABOR · DESCRIPTION / PERSON · HOURS · OPTIONAL RATE · AMOUNT

PARTS · DESCRIPTION / REFERENCE · QTY / UNIT · OPTIONAL COST · AMOUNT

Currency: _____ Cost basis: Estimated / Internal / Recorded

Priced rows subtotal: _____ Unpriced rows: _____ Complete cost: _____

Leave unknown prices blank. A partial priced subtotal is not a complete cost.

COMPLETION / OUTSTANDING WORK

Status: Open / In progress / Completed / Cancelled Completion date: _____

Prepared by: _____ Approved / accepted by: _____

Signature / name: _____ Date: _____

Entered names and dates do not verify identity or authorization. Retain any approval evidence separately.