

WORK ORDER

Checked synthetic example · Illustrative entered information

STATUS Completed · COMPLETED

PRIORITY Normal

Work order: WO-077-001

Issue date: 2026-10-06

Requested / needed date: 2026-10-08

Business: Example Service Team

Customer / department: Example Workshop

Service location: 10 Sample Way

REQUESTED WORK

Inspect the sample ventilation unit.

REQUEST / ASSIGNMENT

Assigned to: Example Technician

Labor · USD

DESCRIPTION / PERSON	HOURS	RATE	AMOUNT
1. Inspection	1.5	60.00	90.00
2. Installation	0.75	60.00	45.00

Parts and materials · USD

DESCRIPTION / REFERENCE	QTY / UNIT	UNIT COST	AMOUNT
1. Filter	2	18.25	36.50
2. Clips	4	1.20	4.80

Recorded cost

Entered labor cost

USD 135.00

Entered parts cost

USD 41.30

Entered labor and parts cost

USD 176.30

Selected cost basis applies to entered labor and parts only. It does not establish a final job cost.

COMPLETION RECORD · ENTERED

Status: Completed

Completion date: 2026-10-08

Filter replaced. Restart check recorded.

PREPARATION / ACCEPTANCE · ENTERED NAMES

Prepared by: Example Planner

Approved / accepted by: Example Reviewer

Typed signature name: Example Reviewer

Names, status and dates are entered records. Identity, authorization and acceptance are not verified.