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| --- | --- | --- | --- |
| Company Name |  |  | Company Logo |
| Address |  |  |
| Phone Number  |  |  |  |  |
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|  |  |  |  |  |  |
|  | MAINTANACE WORK ORDER |  |
|  |  |
| **Job Name** |   |  | **Date** |   |
| **Job Number** |   |  | **Time** |   |
| **Requested by** |   |  |  |  |
| **Work Location** |   |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| **Work Description** |   |
|  |
|  |
|  |  |  |  |  |  |  |
| **Priority Level** |   |  |
| **Assigned Technician** |   |  |
|  |  |  |  |  |  |  |
| **Materials Required** | Material Description | Quantity | Price | Total |  |
|   |   |   |   |  |
|   |   |   |   |  |
|   |   |   |   |  |
|   |   |   |   |  |
|   |   |   |   |  |
| **Materials Total** |   |  |
| **Labor Required** | Labor Description | Hours | Rate | Total |  |
|   |   |   |   |  |
|   |   |   |   |  |
|   |   |   |   |  |
|   |   |   |   |  |
|   |   |   |   |  |
| **Labor Total** |   |  |
|  |  |  |  |  |  |  |
| **Estimated Cost** |   |  |
|  |  |  |  |  |  |  |
| **Approving Party** |   |  | **Completed Date and Time** |  |
|  |   |  |
|  |  |  |  |  |  |  |
| **Date of Approval** |   |  |  |  |  |
|  |  |  |  |