**[Company Logo]**

**Maintenance Work Order Template**

|  |  |
| --- | --- |
| **Job Name** |  |
| **Requested by** |  |
| **Location** |  |
| **Date** |  |

|  |  |
| --- | --- |
| **Work Description** |  |
| **Priority Level** |  |
| **Assigned Technician** |  |

**MATERIALS REQIRED**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Quantity** | **Price**  | **Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Materials Total** |

**LABOR REQIRED**:

|  |  |  |  |
| --- | --- | --- | --- |
| **Description** | **Hours**  | **Rate** | **Total** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
| **Materials Total** |

|  |  |
| --- | --- |
| **Total:** |  |

Completed Date and Time:

Approved by:

Date of Approval: