

[Company Logo]

Maintenance Work Order Template

Job Name	
Requested by	
Location	
Date	

Work Description	
Priority Level	
Assigned Technician	

MATERIALS REQUIRED:

Description	Quantity	Price	Total
Materials Total			

LABOR REQUIRED:

Description	Hours	Rate	Total
Materials Total			

Total:	
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Completed Date and Time:

Approved by:

Date of Approval: