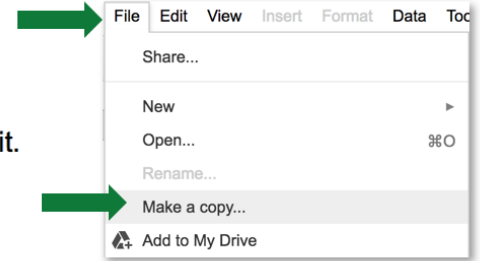


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Google Docs Maintenance Work Order Template

Company Name 123 Company Address Drive Fourth Floor, Suite 412 Company City, NY 11101 321-654-9870 email address		Your Logo	
WORK ORDER			
Client Name		Order Date	Order Number
Client Phone			
Client Email		Expected Start Date	Expected End Date
Order Received By			
Work Location			
Terms of Service			
Work Description			
LABOR DESCRIPTION	PRIORITY	HOURS	AMOUNT
LABOR TOTAL			
MATERIAL DESCRIPTION	QUANTITY	PRICE PER UNIT	AMOUNT
MATERIAL TOTAL			
Work Order Compiled By		enter tax rate	SUBTOTAL
Approving Party Name and Title			TAX RATE %
Approving Party Signature		enter other cost	TOTAL TAX
Date of Approval			OTHER
			TOTAL
Notes / Feedback			

Company Name

123 Company Address Drive
Fourth Floor, Suite 412
Company City, NY 11101
321-654-9870
email address

Your Logo

WORK ORDER

Client Name		Order Date	Order Number
Client Phone			
Client Email		Expected Start Date	Expected End Date
Order Received By			
Work Location			

Terms of Service	
Work Description	

LABOR DESCRIPTION	PRIORITY	HOURS	AMOUNT

LABOR TOTAL 0

MATERIAL DESCRIPTION	QUANTITY	PRICE PER UNIT	AMOUNT

MATERIAL TOTAL 0

Work Order Compiled By	
------------------------	--

Approving Party Name and Title

Approving Party Signature	
Date of Approval	

enter
tax rate

enter
other cost

SUBTOTAL	
TAX RATE %	
TOTAL TAX	
OTHER	
TOTAL	

Notes / Feedback	
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