

Company Name

WORK ORDER

Street Address  
City, ZIP  
Phone  
Email  
Website

Work order NO.  
**WO03241**  
  
Date  
**2024-05-16**

Client

**HighRise Properties LLC**  
**123 Main Street**  
**Cityville**  
**(555) 123-4567**  
**info@highriseproperties.com**

Client ID:	<b>137</b>
Order received by:	
Department:	<b>HVAC Maintenance</b>
Priority level:	<b>1</b>
Expected start date:	<b>2024-02-01</b>
Expected end date:	<b>2024-02-01</b>

Work Description

Perform maintenance on HVAC system

Service & Labor	Hours	Rate	Amount
HVAC Technician	4	\$50.00	\$200.00
Subtotal			<b>\$200.00</b>

Parts & Material	Quantity	Price / Unit	Amount
Air Filters	2	\$20.00	\$40.00
Refrigerant (1 Gallon)	1	\$50.00	\$50.00
Thermostat	1	\$30.00	\$30.00
Subtotal			<b>\$120.00</b>

Work Order Compiled By:		SUBTOTAL	\$320.00
Client Approval Name:		TAX RATE %	7 %
Approving Party Signature:		TOTAL TAX	\$22.40
		OTHER	\$0
Date of Approval:		<b>TOTAL</b>	<b>\$342.40</b>