

Company Name

WORK ORDER

Street Address

City, ZIP

Phone

Email

Website

Work order NO.

WO03241

Date

2024-10-29

Client	
HighRise Properties LLC 123 Main Street Cityville (555) 123-4567 info@highriseproperties.com	Client ID: 137
	Order received by:
	Department: HVAC Maintenance
	Priority level: 1
	Expected start date: 2024-02-01
	Expected end date: 2024-02-01

Work Description
Perform maintenance on HVAC system

Service & Labor	Hours	Rate	Amount
HVAC Technician	4	\$50.00	\$200.00
Subtotal			\$200.00

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			\$120.00

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:		TOTAL	\$342.40