

Company Name

WORK ORDER

Street Address

City, ZIP

Phone

Email

Website

Work order NO.

WO03241

Date

2024-11-23

| 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 |