

Company Name

WORK ORDER

Street Address
City, ZIP
Phone
Email
Website

Work order NO.
WO03241

Date
2024-05-09

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