Work Order / Service Report

Assign the job, record the work and close it out.

Work order

Opened

Service date

Status

CUSTOMER / ORGANIZATION

CONTACT

PHONE / EMAIL

SERVICE LOCATION

ASSIGNED TECHNICIAN

PRIORITY

REQUESTED WORK / PROBLEM REPORTED

LABOR

DATE	TECHNICIAN / WORK PERFORMED	HOURS

PARTS AND MATERIALS

PART / MATERIAL	QTY	SOURCE / REFERENCE

WORK COMPLETED / SERVICE FINDINGS

FOLLOW-UP NEEDED / NEXT SERVICE DATE

EQUIPMENT LEFT OPERATING?

TECHNICIAN SIGNATURE

DATE

CUSTOMER ACKNOWLEDGEMENT

DATE