

Work Order Form

Use one form per job. Complete the sections that apply, then keep the signed/closed copy with your own records. This is a generic operations record, not an invoice or regulated maintenance form.

1. Request

Work order # _____	Date requested _____
Requested by _____	Department / customer _____
Location _____	Requested due date _____

Work requested / problem description

2. Assignment

Work type _____	Priority _____
Assigned to _____	Status _____
Planned start _____	Contact / access notes _____

Suggested type: Maintenance · Repair · Installation · Inspection · Service · Other. Priority and status are your team’s own labels.

Scope and instructions

Work Order Form — Continued

3. Work performed

Actual start _____	Completion date _____
Performed by _____	Follow-up required? Yes / No _____

Work completed and outcome

4. Labor, materials, and cost

Type	Description	Quantity / hours	Amount
Labor			
Materials			
Other			
Labor cost _____		Materials cost _____	
Other cost _____		Total cost _____	

Enter nonnegative amounts. Total cost = labor + materials + other. This form does not calculate tax, invoice charges, or regulatory compliance.

5. Completion and closeout

Follow-up action / unresolved item

Completed by _____	Completion date _____
Reviewed / accepted by _____	Closeout date _____
Final status _____	Reference / file location _____

Adapt approval/signature steps to your organization. Do not use this generic form as a safety, warranty, legal, or inspection certification.