

# 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

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## 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

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# 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.