

## WORK ORDER

FORM WK-357 PEACHTREE BUSINESS PRODUCTS • ATLANTA • 1-800-241-4623

BUILDING \_\_\_\_\_ UNITS \_\_\_\_\_ DATE REPORTED \_\_\_\_\_ TIME \_\_\_\_\_

NAME \_\_\_\_\_ DATE ASSIGNED \_\_\_\_\_ TIME \_\_\_\_\_

PHONE S \_\_\_\_\_ OK TO ENTER: YES  NO  DATE COMPLETED \_\_\_\_\_ TIME \_\_\_\_\_

ASSIGNED TO \_\_\_\_\_ ASSIGNED BY \_\_\_\_\_ TIME TO COMPLETE \_\_\_\_\_ HRS. \_\_\_\_\_ MINS.

**DESCRIBE IN DETAIL NATURE OF WORK**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

SERVICE PERSON COMMENTS \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

RECORDED BY \_\_\_\_\_ SERVICE PERSON \_\_\_\_\_

**THANK YOU! IT'S A PLEASURE TO BE OF SERVICE.**

**MATERIAL OR PARTS USED**

QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT	

**TIME CHARGE** \_\_\_\_\_ **HRS.** \$ \_\_\_\_\_ **PER HOUR**

**ACCOUNTING DEPT. USE ONLY**

DEBIT	CREDIT	DESCRIPTION	AMOUNT

MAINT. SUPV.  
OR MANAGER \_\_\_\_\_

RECORDED BY \_\_\_\_\_