# Work order

Sample work order #3318 from Example Electric Co. for Jordan Sample, 123 Main Street, Anytown, June 4. Made-up business, client and job.

| TASK OR PART | QUANTITY | NOTES |
|---|---|---|
| Replace bathroom receptacle with GFCI, breaker 14 | 1 | Tested: trips and resets |
| Install ceiling fan, primary bedroom, breaker 9 | 1 | Fan supplied by the client |
| Replace light box with fan-rated brace box | 1 | Old box not rated for a fan |
| Troubleshoot tripping kitchen circuit, breaker 6 | 1 | Loose neutral at the receptacle behind the fridge; re-terminated |
| GFCI receptacle, 20 A | 1 | |
| Fan-rated brace box | 1 | |
| Wire connectors | 6 | |
| Panel directory updated | 3 circuits | Breakers 6, 9 and 14 labeled |
| Time on site | 3.75 hours | 9:00 to 12:45 |
| Photos | 5 | Open boxes before closing, and the panel directory |
| Follow-up | 1 quote | Client asked about an outdoor receptacle on the patio |