Work order

[Business name] · [license number, if your state requires it] · [phone]
Work order #[2001] · Date: [date]
Client: [name] · [phone]
Site: [address] · Access: [gate code, pets, parking] · Main shutoff: [location]
Requested: [the complaint, in the client's words]
Found: [what you saw]
Work done: [task] · [task]
Parts used: [part, size] × [qty]
Equipment: [make] · [model] · [serial]
Tested: [leak check, gas or water] · Permit: [number, if one was pulled]
Time on site: [start]-[finish] · Follow-up: [what's next]
Customer signature: _____ Date: _____

TASK OR PART	QUANTITY	NOTES