Work order

Sample work order #2207 from Example Plumbing Co. for Jordan Sample, 123 Main Street, Anytown, March 12. Made-up business, client and job.

TASK OR PART	QUANTITY	NOTES
Remove old 40-gallon gas water heater	1	Drained, disconnected and hauled away
Install new 40-gallon gas water heater	1	Model and serial copied from the data plate onto this sheet
Expansion tank, 2 gallon	1	Added on the cold supply
Gas flex connector, 18 in	1	Old connector was corroded
Dielectric unions, 3/4 in	2	
Relief valve discharge pipe	1	Run down to within 6 in of the floor
Leak test, gas and water	1	No leaks; burner lit and heating
Kitchen faucet cartridge	1	Added by the client on the day; drip stopped
Time on site	4.25 hours	8:00 to 12:15
Permit	1	Permit number on file; inspection booked
Follow-up	1 visit	Meet the inspector on March 19