

Work Order

Work order template for service and maintenance companies: who, where, when, what to do and what to bring.

Work order no.	Date issued	Issued by
Customer	Contact person and phone	
Site / location	Equipment / asset (make, model, serial)	Reference (AMC / quote / job card no.)

Work type	☐ Breakdown	☐ PPM	☐ Installation	☐ AMC visit	☐ Inspection	☐ Other
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Priority	☐ Normal	☐ Urgent	☐ Emergency	Billing	☐ Chargeable	☐ Warranty	☐ AMC
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1 Schedule and assignment

Scheduled date	Time window (from / to)	Estimated duration
Assigned technician(s)		Access, permit and PPE requirements

2 Work requested / problem reported

3 Tasks to carry out

#	Task	Done	Notes
1		☐	
2		☐	
3		☐	
4		☐	
5		☐	

4 Materials, parts and tools to bring

Description	Qty	Issued from (store / supplier)	Issued
			☐
			☐
			☐

5 Completion (filled in by the technician)

Status	☐ Completed	☐ Partial	☐ Not done	Time in / time out	Date completed
Technician name and signature				Customer / site contact name and signature	

Dispatch work orders from your phone, not on paper

Assign the job, and the technician gets the work order, site details and task list on their phone.

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