ShipPDF / COMPLETED EXAMPLE

WORK ORDER

BUSINESS / CONTACT

Example Maintenance Co.
service@example.example

CUSTOMER / SERVICE LOCATION

Example Studio / Alex Morgan
18 Sample Lane, Unit 2

WORK ORDER NUMBER

WO-1042

REQUEST DATE

2026-10-08

DUE DATE

2026-10-09

PRIORITY / STATUS

Routine / Complete

REQUESTED BY

Alex Morgan

ASSIGNED TO

Sam Lee

ASSET / EQUIPMENT

Staff kitchen / tap K-02

WORK REQUESTED / SCOPE

Repair the leaking tap in the staff kitchen.
Replace the worn washer and test for leaks.
Contact the requester before doing additional work.

PARTS / MATERIALS	QTY	UNIT COST	AMOUNT
Replacement washer	1	5.00	5.00

LABOR HOURS	HOURLY RATE	LABOR AMOUNT	ESTIMATED TOTAL
1.00	60.00	60.00	USD 65.00

Amounts are estimates. Enter totals manually; no automatic calculations.

COMPLETION NOTES / DATE

2026-10-09: Washer replaced; no leaks during test.

APPROVED BY / DATE

Alex Morgan / 2026-10-08

COMPLETED BY / DATE

Sam Lee / 2026-10-09

Approval and completion fields are text entries, not digital signatures.