



WORK ORDER

Submitted

Oct 13, 2026, 3:30 PM CDT

Reference

DEMO-IMP

Submitted by

Jordan Lee (fictional example)

Responses

WORK ORDER NO.	WO-1042
REQUEST DATE	2026-10-12
DUE DATE	2026-10-13
CUSTOMER / COMPANY	Northgate Workshop (fictional example)
CONTACT / PHONE	Alex Morgan / 312-555-0142
JOB LOCATION	Building A, rooftop service area
EQUIPMENT / ASSET ID	RTU-04
ASSIGNED TECHNICIAN	Jordan Lee
PRIORITY	Routine
STATUS	Completed

WORK REQUESTED

Replace filters, clear the condensate drain, and check unit operation.

WORK COMPLETED / FOLLOW-UP

Replaced two filters and treated the drain. Confirmed normal operation.
No follow-up repair needed. Schedule the next routine filter check.

PARTS AND LABOR

Description	Qty	Unit price	Amount
Pleated filters	2	\$18.50	\$37.00
Drain treatment	1	\$24.00	\$24.00
Service labor	1.5	\$95.00	\$142.50
Subtotal			\$203.50
Total			\$203.50

Subtotal203.5

Additional charges0

Total203.5

COMPLETION DATE2026-10-13

TECHNICIAN SIGNATURE

Jordan Lee

DEMO SIGNATURE - NOT VALID

CUSTOMER SIGNATURE

Alex Morgan

DEMO SIGNATURE - NOT VALID