



Basic Work Order Template

conducted for

Prism Inc.

Conducted on

22 Feb 2019

Work Order Prepared by

Marco Polo

Location

Gailey Rd at Gailey Park, stop 18, Taringa QLD 4068, Australia





Completed on

22 Feb 2019 11:53 AM

Score

0/0.0 - 0.00%

Inspection

| Question | Response | Details | |
|--|---|----------------------|---|
| Work Order | | | |
| Work Description | Repair 5 air conditioners in production. 3 conditioners are leaking, 2 has stopped from working | | |
| Client's Name | Mel Heele | | |
| Contact Details (Phone Number/ Email Address) | 5974-8001/mheele@prisminc.com | | |
| Required Tasks to be Performed (ie labor, materials & costing) | 1. Replace rusted drain pans 2. Fix blown fuse and tripped circuit breakers Drain pans - \$50 each Fuse box - \$240 labor fee - \$300 TOTAL cost - \$690 | | |
| Technician(s) being assigned | Billy Green and Tom Hales | | |
| Add photos for documentation (optional) | | | |
| <div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;">  <p>Appendix 1</p> </div> <div style="text-align: center;">  <p>Appendix 2</p> </div> </div> | | | |
| Authorization of Work to Commence | | | |
| Client Representative (Full Name & Signature) | Mel Heele | 22 Feb 2019 11:53 AM |  |
| Work Order Prepared by (Full Name & Signature) | Marco Polo | 22 Feb 2019 11:53 AM |  |

Media



Appendix 1



Appendix 2