



Basic Work Order Template

Prism Inc. / 5 Jun 2023 / Marco Sebastian

Complete

Flagged items	0	Actions	2
Site conducted	Unanswered		
Name of Client	Prism Inc.		
Conducted on	05.06.2023		
Work Order Prepared by	Marco Sebastian		
Location	Gailey Rd at Gailey Park, stop 18, Taringa QLD 4068, Australia		

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Actions

2 actions

Inspection / Work Order

Technician(s) being assigned

Billy Green and Tom Hales

Complete | Assignee tomhales@gmail.com, tomhales@gmail.com | Priority High | Due 12.06.2023 17:03 PST | Created by SafetyCulture Staff

Repair fuse box of 2 main air conditioner

Complete | Assignee tomhales@gmail.com, tomhales@gmail.com | Priority High | Due 12.06.2023 17:00 PST | Created by SafetyCulture Staff

Fix air conditioner leaks

Inspection

2 actions

Work Order

2 actions

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

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Fix air conditioner leaks

Add photos for documentation (optional)



Photo 1

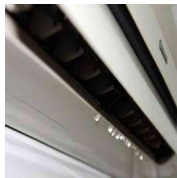


Photo 2

Authorization of Work to Commence

Client Representative (Full Name & Signature)



Mel Heele
05.06.2023 16:59 PST

Work Order Prepared by (Full Name & Signature)



Marco Sebastian
05.06.2023 16:59 PST

Media summary



Photo 1



Photo 2