

[Your business name]

[Street address]
[Town, postcode]
[Email] · [Phone]

WORK ORDER

Work order number: WO-0001
Date: [DD/MM/YYYY]
Priority: [Urgent: within 24 hours]
Target completion: [DD/MM/YYYY]

ISSUED TO
[Issued to name]
[Address]

Description	Qty	Unit
Investigate and repair leak from bathroom ceiling, flat 3	1	job
Make good ceiling if required (quote first if over limit)	1	job

SITE AND ACCESS
[Property address]. Tenant: [Name, phone]. Keys available from [Office] if tenant not home.

AUTHORISATION
Authorised limit: £[300.00] plus VAT. Contact us before exceeding it.
Approved by: [Name, role] Signature: _____