

# Maintenance Order

LAURELTON GARDENS OWNERS CORP.  
 131-30 234<sup>th</sup> Street  
 Rosedale, New York 11422  
 (718) 341-1936

000159

ORDERED BY	PHONE
JOB LOCATION	

BILLING TO

DATE RECEIVED	TIME RECEIVED	RECEIVED BY
DATE SCHEDULED	TIME SCHEDULED	ASSIGNED TO
AUTHORIZATION TO ENTER IN OCCUPANT'S ABSENCE? <input type="checkbox"/> YES <input type="checkbox"/> NO                   SPECIAL INSTRUCTIONS:		

WORK REQUESTED
<input type="checkbox"/> WORK COMPLETED
CAUSE OF PROBLEM

MATERIALS			
Qty.	Description	Unit Cost	Amount

OTHER CHARGES/COMMENTS	

LABOR					
DATE	TIME STARTED	TIME FINISHED	TOTAL HOURS	HOURLY RATE	AMOUNT
BY				TOTAL	
				↔	

STATUS <input type="checkbox"/> Temporarily Repaired <input type="checkbox"/> Parts on Order <input type="checkbox"/> Contractor Called <input type="checkbox"/> Job Completed	SUB-TOTAL THIS COLUMN
COMPLETED BY	LABOR
	TAX
	GRAND TOTAL
APPROVED BY	AMOUNT PAID
	BALANCE ▶