LOGO

Your business name (nombre de tu negocio)

Address · Phone · Email (dirección · teléfono · correo)

License #: _____ (número de licencia)

WORK ORDER

WORK ORDER # (número)	
DATE (fecha)	
TECHNICIAN (plomero)	

CUSTOMER: NAME, PHONE, EMAIL (CLIENTE)	JOB ADDRESS: GATE CODE, PARKING, PETS (DIRECCIÓN Y ACCESO)
PROPERTY OWNER / BILL TO, IF DIFFERENT (DUEÑO O A QUIÉN SE COBRA)	QUOTE / ESTIMATE # (NÚMERO DE COTIZACIÓN)

PROBLEM REPORTED BY THE CUSTOMER (LO QUE REPORTA EL CLIENTE)

Authorization to diagnose. I authorize the business above to inspect the problem described. Service call / diagnostic fee: $_____ . No repair starts until I approve the price. Customer initials: _____ (autorización e iniciales del cliente)

WHAT WE FOUND (LO QUE ENCONTRASTE)

WORK PERFORMED (TRABAJO REALIZADO)

PARTS AND MATERIALS USED (PIEZAS Y MATERIALES)	QTY	NOTES: SIZE, MODEL, LOCATION (MEDIDA, MODELO, DÓNDE)

TECHNICIAN (PLOMERO)	ARRIVED (LLEGADA)	LEFT (SALIDA)	HOURS

PHOTOS TAKEN (FOTOS)	PERMIT (PERMISO)
☐ Before ☐ During ☐ After · How many: _____	☐ Not needed ☐ Needed · Permit #: _____

NEXT STEPS: RETURN VISIT, PARTS ON ORDER, RECOMMENDED WORK (SIGUIENTES PASOS)

Status (estado): □ Completed □ Return visit needed □ Waiting on parts □ Customer declined repair

TECHNICIAN SIGNATURE AND DATE (FIRMA DEL PLOMERO)	CUSTOMER SIGN-OFF: WORK DONE AS DESCRIBED, AND DATE (FIRMA DEL CLIENTE)

This work order is a record of the visit, not a bill. Prices are as approved on the quote above; an invoice follows.