

# WOODLAKE/EASTPOINTE

## Maintenance Work Order

RESIDENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

UNIT #: \_\_\_\_\_ HOME PHONE: \_\_\_\_\_ WORK: \_\_\_\_\_

E-Mail \_\_\_\_\_ Unit Leased: YES \_\_\_ NO \_\_\_

REPAIR LOCATION: \_\_\_\_\_ (Provide as much DETAIL as possible)

### REPAIR ISSUE:

---

---

---

---

---

---

---

---

---

---

---

---

COMPLETED BY: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_

### ADD THE FOLLOWING TO THE BACK WHITE ONLY 4 ITEMS

MATERIAL: \$ \_\_\_\_\_

LABOR HOURS: \_\_\_\_\_

COST@ HOUR : \$ \_\_\_\_\_

TOTAL: \$ \_\_\_\_\_