

Charles Darrow Co-op

WORK ORDER No:

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Date:	Unit Address:
Requested by:	Tel No:
Description of Work: Is this Work Order for a Unit Inspection? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Permission to Enter Unit: Yes <input type="checkbox"/> No <input type="checkbox"/> Member Signature:	
Date Assigned:	

WORK CONTRACTED OUT:

Work Contracted To:			
Purchase Order No:		Quoted Price:	
Authorizing Signature:		Terms:	
Contractor's Signature:			
Payment Approved:			

WORK ASSIGNED TO CO-OP STAFF OR VOLUNTEERS:

Work Assigned To:		Time Taken:	
Remarks:			
Material Used:		Price:	
		Price:	
		Price:	
		Price:	

ACCOUNTING DETAILS:

CHARGES TO MEMBER:

Charge to Account No:	\$	Material Costs:	\$
Charge to Account No:	\$	Labour Costs:	\$
Charge to Account No:	\$	Total:	\$
Total : \$		Date Paid:	

Date Work Completed:

Maintenance Signature:

