

Summit Property Services

312-B Lightfoot Road • Williamsburg, VA 23188

Work Order Request Form & Invoice

*** Work Orders will not be accepted with out required fields completed**

<p>* Date of Request: _____</p> <p>* Request made by: _____</p> <p>* Emergency \$100 per hr – 2 hr</p> <p>* <input type="checkbox"/> Residential</p> <p>* Property Address: _____</p> <p>* Homeowner Name: _____</p> <p>* Onsite POC/Tenant: _____</p> <p>* Phone #: _____</p> <p>* Type of Problem: _____</p> <p>* Brief Description: _____</p> <p>* Preventative Maintenance</p>	<p>* Scheduled date to be completed: _____</p> <p>* Approved by: _____</p> <p>* Priority \$70 per hr 72 hr</p> <p>* <input type="checkbox"/> HOA</p> <p>* Call 30 minutes before arrival</p> <p><input type="checkbox"/> Enter without Tenant</p> <p>Alternate Phone number _____</p> <p>* Problem Location: _____</p> <p>Notify After Completion</p> <p><input type="checkbox"/> Property Manager</p> <p><input type="checkbox"/> Homeowner</p> <p><input type="checkbox"/> Tenant</p> <p><input type="checkbox"/> Weekly <input type="checkbox"/> Bi-Weekly <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Annually</p>
<p>* Exception \$85 per hr -24 hr</p> <p>* Standard \$55 per hr</p> <p>* <input type="checkbox"/> Outside Program</p> <p>* Unit #: _____</p> <p>* <input type="checkbox"/> No onsite contact:</p>	

↓Admin & Maintenance use only↓

Confirmed with: _____	Appt. date & time: _____
* Work Order # _____	* Date of Completion: _____
* Total Labor Hrs: _____	* Labor Cost: \$ _____
* Material Cost: \$ _____	* Inv. Amt: \$ _____
* Completed by: _____	

Worked Performed: _____

Purchased at: Lowes Ace Visa Other _____

In Stock: Yes No Create Outside Invoice:



Billing for Outside Program
Bill to:
Attn:
Address:
City / State / Zip

OWNER:
PROPERTY
AMT:
CODE:
DATE:
INITIALS:

Managers Inspection Completed Initials: _____ Date: _____

Work Performance Work exceeded satisfaction Work met satisfaction Work below satisfaction