

WORK ORDER

Work order no.

1. Job details

Customer / client	Site / location
Contact name & phone	Purchase order (PO) no.
Asset / plant no. / serial	Hours / km reading
Requested by	Date raised
Priority (breakdown / urgent / planned / shutdown)	Target completion date

2. Scope of work

3. Safety & compliance (complete before work starts)

Requirement	Ref / doc no.	Completed by	Date	Initial

4. Labour

Date	Name	Ticket / licence	Start	Finish	Break	Total hrs	Rate	Cost

5. Parts, materials & equipment

Qty	Part no.	Description	Supplier / PO	Unit cost	Total

6. Work completed, defects & follow-up

7. Sign-off

Technician name / signature / date	Supervisor name / signature / date
Customer name / signature / date	Invoice ready? Yes / No