



One Page Service Work Order Status Report

This page depicts the graphic design work order status. It illustrates the services required, budget for the service, and other additional requirements for the complete of work.

Client Name: Andrew Mac
Client Email: abc@email.com
Client Number: 23456

Order Date: dd/mm/yyyy
Order Number: 2564
Order Received by: Associate Manager

Request Description

The client require a graphic services for the designing of website.

Service Required

Graphic Layout
 Graphic Design
 Prototyping
 Other Graphic Elements

Budget for Service

\$xxx Graphic Layout
 \$xxx Graphic Design
 \$xxx Prototyping
 \$xxx Other Graphic Elements

List all Individuals Responsible for Reviewing Work

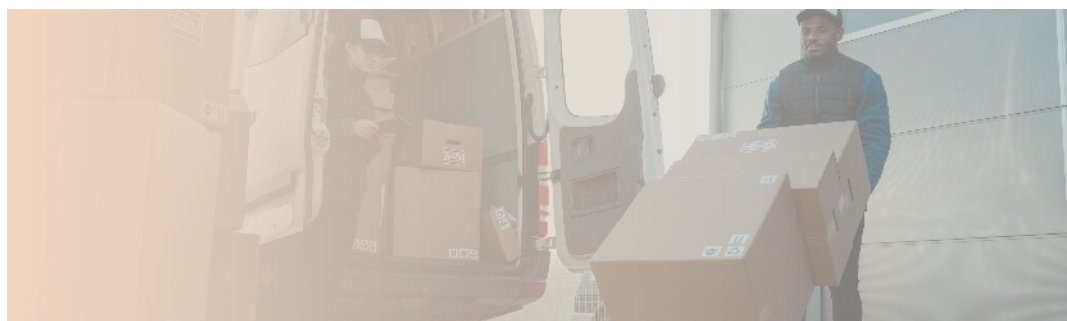
Mention Name & Designation

Work Issued by

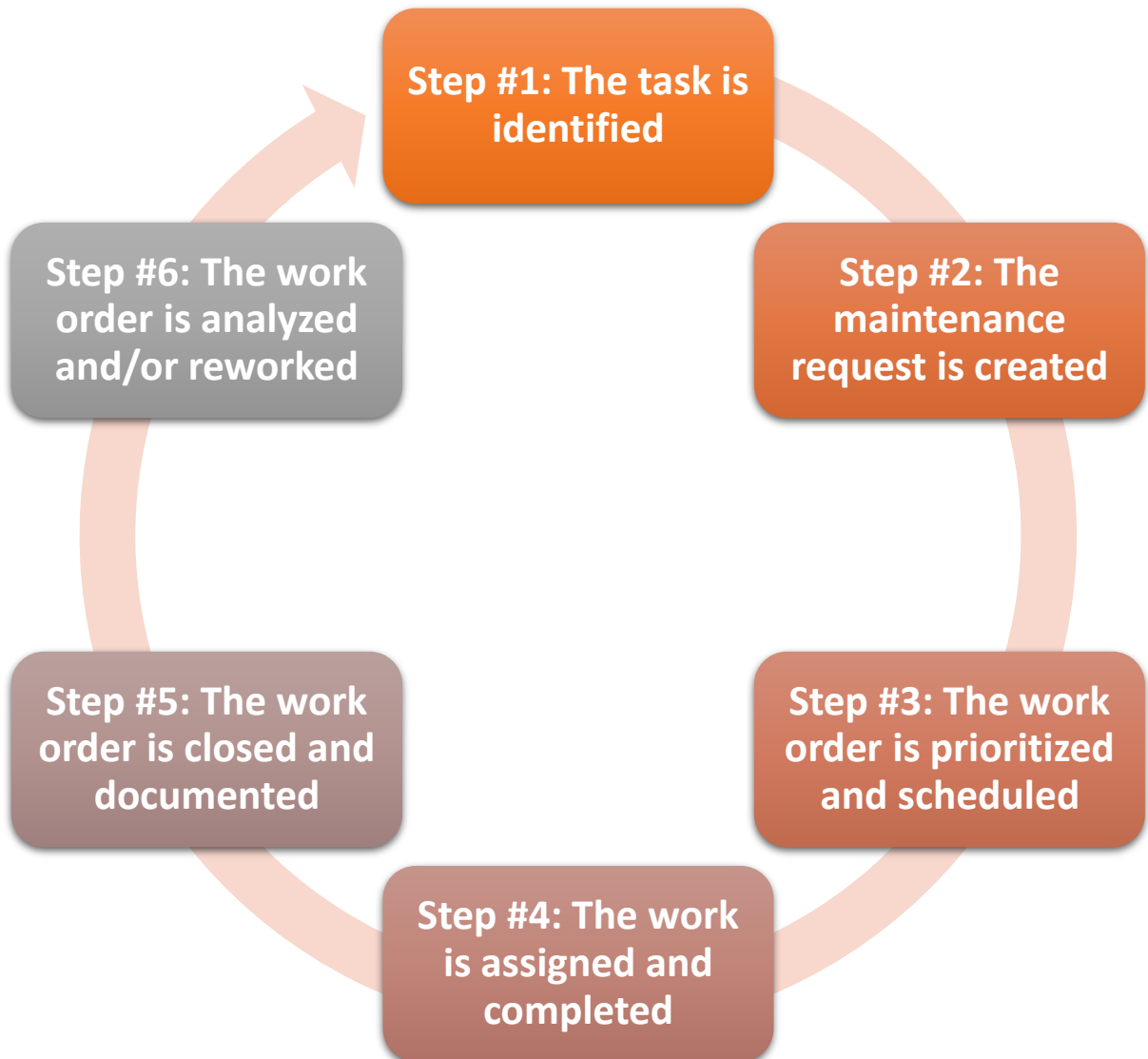
Name: Michael
 Telephone: 123456789

Additional Notes

Add Text Here
 Add Text Here
 Add Text Here



Business Work Order Process



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What Should a Work Order Contain?

The most common items to include on a work order are:

A description of the task.

The name of the person/party requesting the work.

Estimated completion time.

Name of the party responsible for completing the task.

Location of the task/asset where the work is to occur.

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One Page Cleaning Service Work Order Status Report

This pager depicts the cleaning work order status covering the areas of cleaning, additional services required and total cost associated of the cleaning services provided.



Client Name : Andrew Mac
 Client Email : abc@email.com
 Client Number : 23456
 Order Date : dd/mm/yyyy
 Order Number : 2564
 Order Received by : Associate Manager

Area Cleaning

Area / Room / Specific Aspect		Request Description
First Floor	Area	Clean whole area
Second Floor	2 Rooms	Cleaning only rooms including mirror
Dust	Add text here	Add text here
Sweep	Add text here	Add text here
Vacuum	Add text here	Add text here
Clean Surfaces	Add text here	Add text here
Organize	Add text here	Add text here

Additional Services

Floor Cleaning	<input checked="" type="checkbox"/>	Delivery Date: dd/mm/yyyy
Polishing	<input checked="" type="checkbox"/>	Billing Date: dd/mm/yyyy
Carpet Cleaning	<input checked="" type="checkbox"/>	Other Work Requirements
Window Cleaning	<input checked="" type="checkbox"/>	Add text here

Before a cleaning job begins, a cleaning service work order is used to collect cleaning preferences from home or commercial property owners. It is recommended to provide two types of cleaning service work orders, one for residential and one for commercial properties.

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One Page Maintenance Work Order Status Report

This page depicts the work order status for IT services. It shows the client and order details, terms of services, work description, service description with its associated cost.

Client Name: Andrew Mac

Client Email: abc@email.com

Client Number: 23456

Expected Start Date: dd/mm/yy

Order Date: dd/mm/yyyy

Order Number: 2564

Order Received by: Associate Manager

Expected End Date: dd/mm/yyyy



Terms of Service

- The term of below services will begin on dd/mm/yyyy and will remain in full effect until the completion of the services.
- Add text here

Work Description

- The client needs to avail IT services for the creation, optimization of business processes.
- Add text here

Work Requirements

- Cloud Services (Tool 1)
- Fresh Service (Tool 2)
- Solar Winds Service Desk

Service & Labor Description	Amount
Service 1- Network Security	\$ XXXX
Service 2- Cloud Services	\$ XXXX
Total	\$ XXXX

Parts & Materials Description	Quantity	Price Per Unit	Amount
Material 1 - Anti Malware Software	17,00	\$6.00	\$XXXX
Material 2 - N-able Tool	300,00	\$2.75	\$XXXX
		Material Total	\$XXXX

A maintenance work order is authorization to carry out the activities specified in a work request. Work requests can be submitted to maintenance by any of the company's many different types of customers or employees, depending on the type of business.

Proposal for Hotel Maintenance Job Order - Work Order Highlights

This slide presents the work order highlights providing brief overview of contractor, client, payment, schedule and cost associated with services, products and materials.

Contractor	
(Company Name)	Add text here
Address	
(Street Address)	
(City, State, Zip Code)	
(Phone)	Add text here
(E-Mail)	Add text here

Client	
(Company Name)	Add text here
Address	
(Street Address)	
(City, State, Zip Code)	
(Phone)	Add text here
(E-Mail)	Add text here

Payment	
Down Payment	\$xxxxxx
Payment is Due	dd/mm/yyyy
Total Amount	\$xxxxxx
Payment is Due	dd/mm/yyyy

Schedule	
Date	dd/mm/yyyy
Work Order No	Add text here
Start Time (if any)	2/08/2021 <input type="checkbox"/> AM <input type="checkbox"/> PM
End Time (if any)	9/08/2021 <input type="checkbox"/> AM <input type="checkbox"/> PM

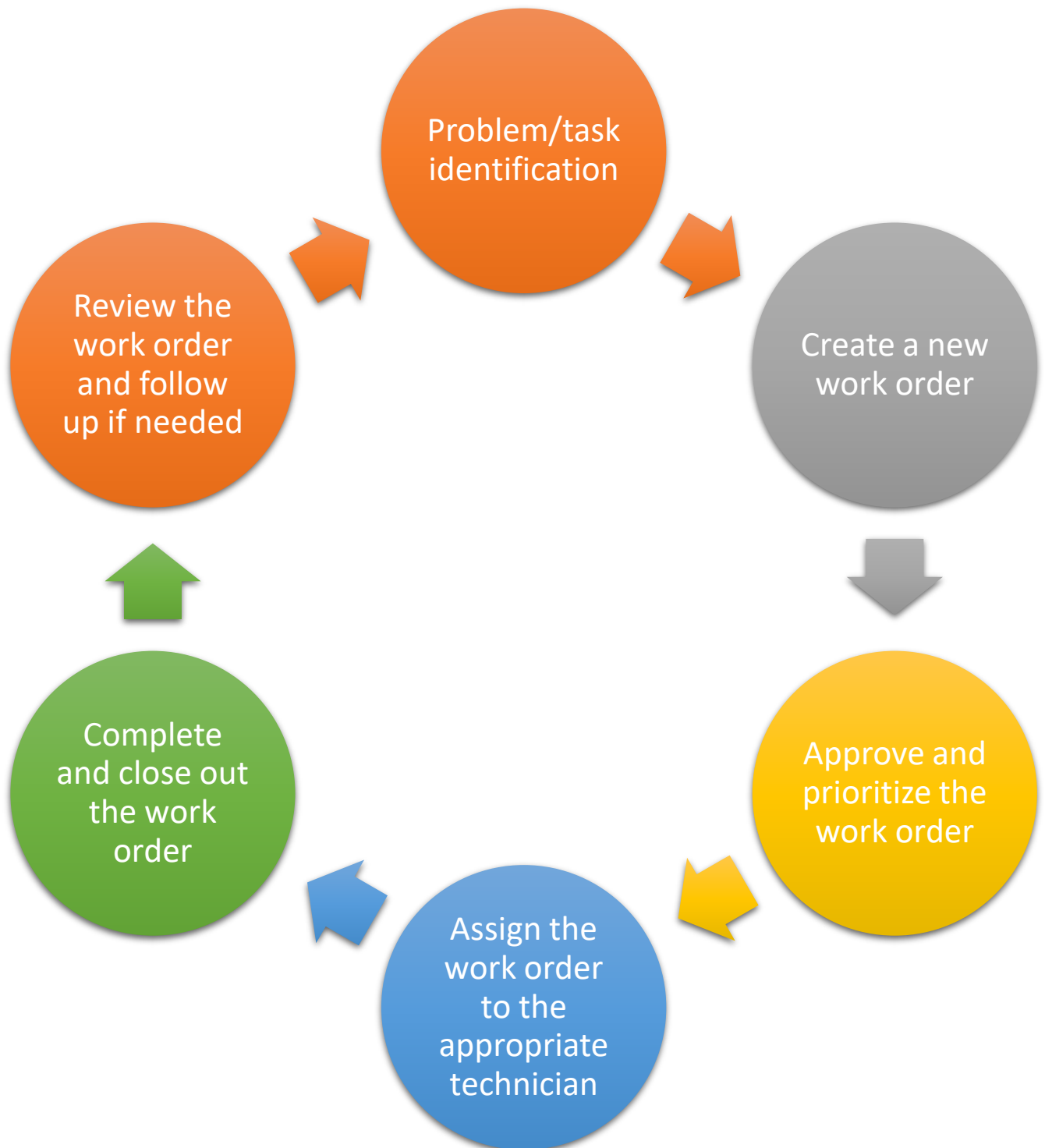
Service	Hours	Rate (\$/HR)	Amount (\$)
Wires Installation	xx	x	xxx
Add text here	Add xx as text holders		
Total			xxx

Products/Materials	Quantity	Unit/Price	Amount (\$)
Electrical Wires	xx	X	xxx
Add text here	Add xx as text holders		

Refrigeration, elevators, cable TV, phone lines, personal computers, room furnishings, and lighting fixtures are examples of hotel maintenance. This broad range of maintenance requirements necessitates a wide range of expertise from hotel maintenance crews.

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Timeline for Work Order



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FAQs on Work Order



How do you create a work order?

In any production or maintenance environment, it is essential to have a system for creating and tracking work orders. Following are the steps to create a work order:

Clearly define the problem or request.

Compile relevant information about the task, such as materials needed, estimated time to complete, who will be responsible for execution and implementation of the work, etc.

Create the work order and assign it to the appropriate individual or team.

Monitor the work order to ensure that it is completed within the mandated deadline and cost.

Implement these steps, and you can create an effective work order system for managing production and maintenance tasks.

What is a work order template?

A work order template is a predesigned document that helps you create an efficient work order. It contains necessary information about the work order for a contractor to complete their job. A work order format includes the name and contact information of the client, a description of the work to be done, and any special instructions. It is easy to use, downloadable, editable, and time-saving. You can select a work order presentation template based on your requirement and in the desired format, such as PowerPoint, Word, Excel, and PDF. Since a work order sample is designed after thorough research and understanding, it spares you the embarrassment and inconvenience of missing out on any detail that could have impacted overall productivity.

FAQs on Work Order



What is the work order lifecycle?

The work order lifecycle is the process that a work order goes through from creation to completion. It includes the four stages of:

Request: A work order is created in response to a problem or need.

Planning: Involves developing a plan of action and assigning resources.

Execution: The work is carried out according to the plan.

Close-out: The work order is completed and closed out.

Throughout the lifecycle, work orders are monitored and tracked to ensure that things are proceeding according to plan. By understanding the work order lifecycle, businesses can better manage their resources and avoid costly gaffes that can impose significant costs on all stakeholders.

What are the types of work orders?

There are three types of work orders:

Preventive maintenance: Scheduled in advance and designed to tackle expected problems/issues/ hurdles in a proactive manner. For example, a company might schedule preventive maintenance to inspect and clean machines on a regular basis.

Corrective maintenance: Performed after a problem has been identified. For example, if a machine breaks down, it will need to be repaired.

Emergency maintenance: This is conducted when there is an immediate threat to safety or operations. For example, if a machine catches fire, it would need to be shut down immediately.

In all cases, work orders should be specific and include all necessary information to complete the task it was designed to tackle.

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