

Service Work Order

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WORK ORDER #

DATE

CUSTOMER / SITE NAME

SITE ADDRESS

EQUIPMENT / SYSTEM SERVICED

MODEL / SERIAL #

SERVICE TYPE

☐ Repair ☐ Routine Service ☐ Installation ☐ Troubleshooting

REPORTED ISSUE / SERVICE REQUESTED

TECHNICIAN NAME

LABOR HOURS

SYSTEM PERFORMANCE READING (BEFORE)

SYSTEM PERFORMANCE READING (AFTER)

PARTS / MATERIALS USED

PART #	DESCRIPTION	QTY	COST

TECHNICIAN NOTES

FOLLOW-UP ACTION NEEDED ☐ Yes ☐ No

FOLLOW-UP DETAILS (IF ANY)

TECHNICIAN SIGNATURE / DATE

CUSTOMER SIGNATURE / DATE

FACILIO TIP · Facilio's FM Copilot logs service calls like this from a single plain-English message — no re-typing readings or notes after the visit. See how at facilio.com/ai-suite