

Work Order Completion Report

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WORK ORDER #	ORIGINAL REQUEST DATE
LOCATION / ASSET	COMPLETED BY
DATE COMPLETED	TOTAL LABOR HOURS

SUMMARY OF WORK PERFORMED

OUTCOME ☐ Fully Resolved ☐ Partial — Follow-Up Needed ☐ Escalated

MATERIALS / PARTS USED

MATERIAL / PART	QTY	COST

TOTAL COST (LABOR + MATERIALS)	WARRANTY / FOLLOW-UP PERIOD (IF ANY)

REQUESTOR / CLIENT FEEDBACK

REQUESTOR SATISFACTION

☐ Satisfied ☐ Neutral ☐ Not Satisfied

TECHNICIAN SIGN-OFF / DATE

REQUESTOR / CLIENT SIGN-OFF / DATE