

WORK ORDER

Request By		WO Number	
Department		WO Date	
Job List	☐ IT ☐ Building ☐ Machine ☐ Vehicle ☐ Others, _____		
Asset Number			
Asset Name			
Description			

Additional Instruction

Request By

Approved By

Received By

Known By

(_____)

(_____)

(_____)

(_____)

WO Completed By

Date Completed

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