

Maintenance Order Form

This **maintenance order form** sample provides a detailed structure for tracking service requests and associated costs. It includes fields for item descriptions, labor hours, and cost estimates to ensure transparent budgeting. Using this form helps streamline maintenance management and expense documentation.

Order No.: _____
Date: ____ / ____ / ____
Requested By: _____
Department/Location: _____

Item/Equipment	Description of Problem	Labor Hours (Est.)	Material/Parts Cost (Est.)	Labor Cost (Est.)	Total Estimate
e.g. Air Conditioner	e.g. Not Cooling				
Total Estimated Cost:					

Additional Notes/Instructions:

Requested By (Sign & Date): _____
Approved By (Sign & Date): _____