

# Plumbing Work Order

Business: [Your Business Name] | Phone: [Phone] | Email: [Email]

Address: [Street, City, State, ZIP]

Work Order #: [WO-0001] Scheduled: [YYYY-MM-DD] Tech/Crew: [Name]

Customer: [Customer Name] Contact: [Phone/Email]

Job Address: [Service Address] Access: [Gate code/unit #]

## Task checklist

- Shutoff location verified (main + local valves)
- Area protected (drop cloths, floor protection)
- Leak test performed
- Customer shown shutoff + basic care tips
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## Completion notes

[What was completed, test results, follow-up recommendations.]

Customer sign-off: \_\_\_\_\_ Date: \_\_\_\_\_