



Computer Service and Support

Department of Defense Education Activity

WORK ORDER FORM

Job Control Number	
Date Opened:	
AWP	AWM
IN-WORK	COMPLETE

A CUSTOMER INFORMATION			
Type of Service		<input type="radio"/> Repair <input type="radio"/> Service <input type="radio"/> Inspection <input type="radio"/> Installation <input type="radio"/> Programming <input type="radio"/> Other	
Name and Mailing Address			
Telephone:		Disclaimer This work will be performed by students. Although we do the best work we can, we cannot be held liable for the loss of or any additional damage done to your property by our technicians. Additionally, any property left here 30 days after the pick-up notice becomes the property of this service center	
Signature:			
Item Identification			
Manufacturer:		Item Type:	
Model Number:		Serial Number:	
Complaint / Description of Work to be Performed			

B JOB CONTROL INFORMATION						
<input type="radio"/> New <input type="radio"/> Continued From Job:						
	Date	Time	By			
Dispatched						
Started						
Completed						
<input type="radio"/> Complete <input type="radio"/> Continue on Job Number:						
Problem Found:						
Work Performed:						
Parts Replaced			Billing Information			
Qty	Description	Cost	FE No.	Hours	Rate	Total
				1.00	\$5.00	\$5.00
					\$2.00	
			Total Labor			
			Total Parts			
			Amount Due			

