



# SERVICE REPORT

<b>CLIENT NAME:</b> Building XYZ	<b>CONTACT NAME:</b> John Sample
<b>SITE ADDRESS:</b> 123 Sample St Sampleton	<b>ORDER No:</b> 54321

**WORK DESCRIPTION:** Repairs as per January '08 Inspection

**WORK PERFORMED:** FD2 Repair Closer, FD2 Repair Door, FD3 Remove Security Latch, FD3 Require Fire Door Sign, FD5 Require Fire Door Sign, FD6 Replace Door, FD6 Require Fire Door Sign, FD12 Repair Closer, FD12 Repair Door, FD12 Replace Lock, FD12 Require Fire Door Sign, FD13 Replace Door, FD13 Require Striker plate, FD14 Repair Head Latch, SD17 Require Closer, SD17 Require Lock



**DATE WORK COMPLETED:** 22/02/2008

**FURTHER ACTION REQUIRED:** No

**CLIENT ADVISED:** No

**MATERIALS USED:** Plus Materials

LABOUR:	HOURS
CALL CHARGE:	
N.T:	4 Hrs
T 1/2:	
D.T:	
TRAVEL:	0.5 Hrs

<b>Tech Signature:</b> 	<b>Customer Signature:</b> 
<b>Tech Name:</b> Rodger Mach	<b>Customer Name:</b> John Sample
<b>Date:</b> 22/02/2008	<b>Date:</b> 22/02/2008