|  |  |
| --- | --- |
| Work Order Request TemplateA blank template can be found on page two. |  |

### Follow these steps to get started

1. Update the organization information by replacing the placeholder text with your organization's name, address, phone number, and email address.
2. Add your logo by clicking on “Your Logo.” Then go to **Insert > Picture** and select the file you want to upload. The new image will automatically replace the placeholder.
3. Adjust the fields and options on the form as needed.
4. Remove this instruction page and distribute a copy to your colleagues to fill out and submit.

|  |  |
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|  | Centralize your work order process with innovative, easy-to-use software. [**Discover a smarter workflow with FMX**](https://www.gofmx.com/docs/work-order-request-form/software) |

|  |  |
| --- | --- |
| **Organization Name**  Street address  City, State 11101  (123) 456-7890  Email address |  |

## Work Order Request

| **Requestor information** | | |
| --- | --- | --- |
| Requestor name | Phone # | Email |
|  |  |  |

## 

| **Request details** | | | |
| --- | --- | --- | --- |
| Date of request | Location address | | |
|  |  | | |
| Building | | Room # | Equipment/asset/system affected |
|  | |  |  |

|  |
| --- |
| Request description |
|  |

| Type of issue (check all that apply) | | | | | |
| --- | --- | --- | --- | --- | --- |
|  | Automotive |  | Grounds |  | Plumbing |
|  | Custodial |  | HVAC |  | Security |
|  | Furniture |  | Painting |  | Electrical |
|  | Pest control |  | Safety |  | Other: |

| Best times for service |  | Urgency (check one) | |
| --- | --- | --- | --- |
|  |  |  | Low |
| Desired completion date |  |  | Medium |
|  |  |  | High |

|  |  |  |
| --- | --- | --- |
| **For use by maintenance department** | | |
| Accepted by | Date | Assigned work order # |
|  |  |  |