Work Order Tracking Template

Designed by Spreadsheet Daddy

Atlas Facility Services, Inc.

Work Order Details					Customer Information					Job Description			Technician Assignment				Parts & Materials Used				Labor & Time Tracking			Job Status & Completion			Billing & Payment						Internal Notes			Notes
Work Order ID	Date Created	Scheduled Date	Time Slot	Priority Level	Customer Name	Phone Number	Email Address	Service Address	Billing Address	Type of Service	Request Description	Scope of Work	Assigned Technician	Start Time	End Time	Status	Item Name	Quantity Used	Cost per Unit	Total Parts Cost	Technician Hours	Hourly Rate	Labor Cost	Current Status	Completion Date	Attachments	Subtotal	Taxes	Total Cost	Invoice Number	Payment Status	Payment Method	Dispatcher Comments	Follow-Up Required?	Next Service Due	