



**WORK ORDER FORM**  
*(HIC Site manager keeps this form)*

Date Requested: _____	Requested by: _____
Work detail:	

Received by: _____	Date: _____	Work Order No. _____
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Items Required / Purchased:

Total Cost (\$): _____	Total Time Spent (Hours): _____
Any additional labor cost (\$). _____	Work / Project completion date _____