



TODAY'S DATE: _____ WORK ORDER # (OFFICE USE ONLY): _____

All checks should be made payable to "CV Property Management, LLC." Please call our office @ 954.698.5132 to make a credit card payment by telephone. All service and material charges for an individual homeowner must be paid in full on or before the commencement of the work. Association work can be paid in arrears.

WORK ORDER REQUEST

PERSON REPORTING WORK ORDER: _____

JOB SITE ADDRESS: _____

JOB DESCRIPTION (attach sheets if necessary): _____

Property Access Information

OCCUPANCY (circle one): OCCUPIED VACANT LOCK BOX CODE: _____

ACCESS CONTACT PERSON / PHONE: _____

ACCESS INFORMATION (IF ANY): _____

Office Use Only

JOB DATE: _____ JOB SCHEDULED START TIME: _____

Billing Instructions and Payment Information

COLLECT PAYMENT @ DOOR (circle one): YES NO

TOTAL JOB CHARGE (only if collecting @ door): \$ _____.

Client Acknowledgement

The work as described above was completed to my satisfaction.

Client Signature

Date