

## Sun Beach Club Work Order

Date submitted : \_\_\_\_\_

Owner name : \_\_\_\_\_

Address : \_\_\_\_\_ Unit# : \_\_\_\_\_

Work Order # : \_\_\_\_\_

Issue reported by :

Owner ( Name ) : \_\_\_\_\_

Maintenance Team : \_\_\_\_\_

Outsider Vendor ( Vendor Name ) : \_\_\_\_\_

Problem Description ( please be as detailed as possible ) :

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Other action that may be required :

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**FOR OFFICE USE :**

Approved by : \_\_\_\_\_ Date Approved : \_\_\_\_\_

Resolution : \_\_\_\_\_

Date Completed : \_\_\_\_\_

Comments/Notes :

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