Ashford Business Services Ltd

Work order

The job ticket for maintenance work - instruction, authorisation, and completion in one form.

Work order number	WO-2026-001
Date issued	9 November 2026
Issued by	Sarah Mitchell
Priority	Urgent / High / Normal
Required by	9 November 2026

Work instruction

Location	Building, floor, room
Description of work	Detailed instruction as agreed at the meeting.
Access arrangements	Keys, permits, escort
Safety notes	Isolation, PPE, permits to work

Completion

Carried out by	Sarah Mitchell
Date completed	9 November 2026
Time taken	2
Materials used	£45.00
Tested / verified	How and by whom

Costs

Item	Amount
Labour	£45.00
Materials	£120.00

Total	£850.00

Sign-off

Completed by	Checked by	Date