

Property Management Redefined

WORK ORDER · SAMPLE

WO# PMR-8B4291

Feb 6, 2026 · Louisville, KY

SAMPLE DOCUMENT — Names and address are fictional. Real jobs generate a document just like this at completion.

Water heater replacement

4823 Maplewood Dr Apt 3B, Louisville KY 40214 · Tenant: Maria Gonzalez · (502) 555-0193

PRIORITY	STARTED	COMPLETED	TOTAL TIME
URGENT	7:14 AM	9:44 AM	2h 30m

TIME ENTRIES

Alejandro V. — Lead Tech	7:14 → 9:44	2.50h @ \$85.00 = \$212.50
Miguel R. — Helper	7:22 → 9:44	2.35h @ \$55.00 = \$129.25

SUMMARY

Tenant reported no hot water on arrival. Diagnosed as a failed 40-gal gas water heater (11 yrs old, corroded burner assembly). Drained and pulled the old unit, installed new 40-gal Rheem Performance heater, updated the T&P valve and drip pan. Relit pilot, tested hot output at all fixtures — 118°F stable at kitchen tap. Tenant signed off on-site.

MATERIALS

ITEM	QTY	UNIT	TOTAL
Rheem 40-gal Performance gas water heater	1	\$449.00	\$449.00
3/4" flex water supply lines (pair)	1	\$28.75	\$28.75
T&P valve + drip pan kit	1	\$34.90	\$34.90
Sediment trap + gas fittings	1	\$21.85	\$21.85

Materials Subtotal	\$534.50
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Labor Total	\$341.75
Materials	\$534.50

TOTAL DUE	\$876.25
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BEFORE / AFTER PHOTOS

BEFORE	Corroded 11-yr gas heater · leaking pan · no hot water GPS-stamped · 7:14 AM Feb 6	AFTER	New Rheem · pan · T&P valve · 118°F at tap GPS-stamped · 9:44 AM Feb 6
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TENANT SIGNATURE — Maria G.

TECHNICIAN — Alejandro V.