

KITSELAS FIRST NATION

2225 Gitaus Road Terrace, B.C. V8G A09
T 250-635-5084 F : 250-635-5335

WORDK ORDER

W.O.#.

Request by:

Address:

City/Postal Code:

Phone:

Date: / /

Tenant

Contractor
Name:

DATE Contractor Was Contacted

/

Work Requested

P.O. #:

TIME
Contractor was
Contacted

: a.m./p.m.

[illegible]

DEPARTMENT

CODE:

Quantity	P.O#	Price	Materials	Rate	Labor	Hours
					Total Labour	
TOTAL			\$		TOTAL	\$

FOR OFFICE USE ONLY

Yes / No

Yes / No

Yes / No

Yes / No

Yes / No

Is the request from a tenant?

Is the request maintenance?

Is the request renovation?

Does the Housing Policy the Expenditure?

Is the Maintenance request URGNET?

If the request is URNGENT, please rate the urgency
On a scale of 1-5 (5 being most URGENT)

1 2 3 4 5

A horizontal number line with tick marks at 1, 2, 3, 4, and 5.

Date Completed _____

Date Completed

Notes

Housing Signature

Tenant Signature

Contractor Signature

Date

Date _____

Date

	a.m./p.m.	
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