

Other Peoples Properties, LLC

3532 E. 10th St., Indianapolis, IN 46201 | 317-631-1724 Voice | 317-638-1724 Fax

Work Order (In-House) - Form # 41

Contact at Property:		Contact's Phone #'s:	
Property Address:		Date Requested:	OPP's Property ID #:
Work Requested By:		Work Order Assigned To:	Access How? or Lock Box Code:
Work Order Approved By:		Property Owner (if different than Contact):	
Date to be Started:	Date to be Completed:	Department or Bid ID # to be Charged to:	

#	List of Addresses, Description of Work to be Performed, and/or the Materials to be Ordered	Labor Costs <u>Estimated</u> Actual	Material Costs <u>Estimated</u> Actual	Actual Totals To Be Paid (in box 3)
1				
2				
3				
4				
5				
6				
	Estimated Totals: (in boxes 1 & 2)	1	2	3

Additional Instructions from OPP or Items needed to complete the work

Remarks By the Person Doing the Work

List all "outside sources" (supplies and/or vendors) needed to complete this job:

(attach any receipts to this form)

Work Completed by:

For OPP's Use Only

Total Paid (Box 3)	Approved By	Date Paid	How Paid	Paid By