

WORK ORDER

JADE Properties, Inc.
1900 Point West Way, Suite 142
Sacramento, CA 95815
929-4508 - telephone
929-5276 - facsimile

Date: _____

Vendor: _____ Fax: _____ Phone: _____

Property: _____ Suite: _____

Tenant: _____ Phone: _____ Fax : _____

Contact: _____

Vendor, please perform the following work:

Notes: _____

Responsible Party: Tenant _____ CAM _____ Owner _____ Other _____

Vendor, please fill out and fax back within 24 hours of completion of work.

Date completed: _____ Technician: _____

Brief description of work
performed: _____
