DATE	EMPLOYEE NAME	TIME IN	TIME OUT	TOTAL TIME

LABOR RATE	MATIERAL COST & ACCOUNT	LABOR COST & ACCOUNT	TOTAL COST
	1620 5340	1620 5307 1800	

THIS SECTION OFFICE USE ONLY

Please Circle Properties:

16 Lackawanna
24 66 Hinchey Ave
25 52 Patsy Lane
27 591 Terrace Blvd
28 21-25 Barton Court
29 19-21 Conner Drive
30 77 Laverack
31 368 Linwood
33 Oak Ridge Estates

MAINTENANCE REQUEST AND WORK ORDER

REQUEST:

See attached

JOB STATUS:

( ) COMPLETE

( ) INCOMPLETE BECAUSE OF _____

_____

( ) WILL RETURN TO COMPLETE

DATE _____ TIME _____

( ) OUTSIDE PROFESSIONAL ASSISTANCE

REQUIRED P.O. # _____

TOTAL TIME INCREMENT

15 MINUTES	0.25
30 MINUTES	0.5
45 MINUTES	0.75

FOR EXAMPLE : 1 HOUR 15 MINUTES = 1.25

WORK DONE AND MATERIAL USED

CHAREABLE TO : □ OCCUPANT □ MANAGEMENT □OWNER □ N/A $

APPROVED BY: _____

ADCO PROPERTIES INC.
1325 MILLERSPORT HIGHWAY STE 109
WILLIAMSVILLE, NEW YORK 14221
(716)631-0555 / 0568 FAX: (716) 631-0587

Vendor: ADCOP
Property:
Account Number:
Check:
Amount Paid:
Date Paid: