



Work Order

Status:
Date:
W.O. #:
Project ID: 07

Project: BURBANK COLLECTION
 250 N. 1st Ave., Burbank 91502

Unit No:
Homeowner:
 Other Contact: Kathryn Tierney 310-210-0263
Scheduling:
Requisitioner:

Bill to: BURBANK COLLECTION LTD
 11601 Wilshire Blvd., Suite 1650
 Los Angeles, CA 90025

Vendor:
 (sent method)

Issue	Description	Vendor SPECIAL Instructions
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Example form

SENT _____
 LOGGED _____
 BY _____

NOTES TO VENDOR: On completion, please sign & date, as indicated below, & forward the Work Order form to BBS by fax (310-317-7149, no cover page needed) or email. PLEASE NOTE failure to comply with this request may result in a delay in processing an invoice for payment. **Repair techs are authorized to inspect &/or repair specific Work Order items only; Homeowners must be instructed to contact BBS for any other (unauthorized) repairs/issues, etc.**

VENDOR or REPAIR TECH SIGNATURE

DATE

BETTERBUILDINGSOLUTIONS
 TEL: 866.799.8896 FAX: 310.317.7149
 EMAIL: burbankcoll@betterbuildingsolutions.net
 3750 KELTON AVE, SUITE 208 LOS ANGELES, CA 90034

THANK YOU!