



# Villas de Cortez

## Repair Order / Pedido de Reparacion

Villa Suite Number / Villa Numero de la Suite

Owners Name / Nombre de Propietarios

Owners Fax or E-Mail Address / Fax o E-Mail de Propietarios

Owners Phone Number / Numero de Telefono de Propietarios

Order Date / Fecha de Orden:

Ordered By / Ordenado Por:

Date Wanted / Dia Requerido:

Floor \_\_\_\_\_  Presidential Suite  Master Suite  Studio Suite

### REPAIR DESCRIPTION / REPARACIONES NECESARIAS


### VILLAS DE CORTEZ VENDORS

VENDOR NAME / PHONE, FAX, E-MAIL / ESTIMATES / SERVICES OR ITEM DESCRIPTION / TERMS


EXISTING WARRANTY  NEW WARRANTY DURATION \_\_\_\_\_

### BUILDING MANAGERS COMMENTS / REPAIRS PERFORMED


Put additional comments on the back of this form & attach all copies of invoices to this work order before filing

CONFIRM COPIES OF ALL INVOICES AND THIS COMPLETED REPAIR ORDER HAS BEEN SENT TO THE OWNERS BEFORE CLOSING THIS ORDER

BUILDING MANAGER APPROVAL: \_\_\_\_\_ DATE COMPLETED: \_\_\_\_\_