Klarstig

# Customer Service Maintenance Work Order

Define a specific job, its location and the completion criteria so it can be assigned and tracked. Work should begin only through the organization's authorization process.

## Contact and reference

**Organization using this document**

**Your name or contact reference ***

**Email for a reply if needed**

## Information for this document

**Work required ***

**Asset identifier and work location ***

**Priority ***

- ☐ Routine
- ☐ Scheduled deadline
- ☐ Operational disruption

**Assigned person or team ***

**Scheduled date**

**Parts tools and access required**

### Site instructions and work constraints

### Completion criteria and checks *

### Authorization or approval reference

## Specific details

### Asset location and maintenance interval

Complete when relevant to this request.

### Symptoms required work downtime limits and service history

## Operating context

### Organization branch or team concerned

Complete when relevant to this request.

### Local requirements and constraints relevant to this document

## Team specific details

### Customer service team queue or case reference

Complete when relevant to this request.

### Response expectations escalation route and customer handover needs

## Limitations and what needs setup

- Submitting the form records the answers in your workspace. It does not approve, schedule, charge or reply on its own unless you add that step to the workflow.
- Email notifications, approval routing, document generation and connections to other systems are available but not switched on until you configure them.

### Want help tailoring this form? Free, Starter and Pro include five personal setup sessions, up to 30 minutes each, per new organization.

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