

**GREATER PEACE BAPTIST CHURCH
WORK ORDER FORM**

Email Address for the Trustee Ministry: gpbctrustees@gmail.com

Date: _____

Form Submitted By: _____ Your Contact Number: _____

Describe Work/Repair Needed: _____

Location of Issue: () Interior () Exterior _____

FOR TRUSTEE USE ONLY

Work Order Number: _____

Date Received: _____

Trustee Assigned to Work Order: _____

Contractor Contacted: () Yes () No

Business Name: _____

Contractor's Name: _____

Business Address: _____

Phone Number: _____

Describe Work to Be Performed By Contractor: _____

Estimated Cost of Repair: \$ _____

Warranty Period: _____

Action Taken By Trustee to Complete Work/Repair: _____

Date Work Completed: _____