

# IT WORK ORDER TEMPLATE

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## IT WORK ORDER

REQUESTER NAME		PHONE	
EMAIL		DEPARTMENT	
PRIORITY LEVEL		ORDER DATE & TIME	
DATE PROMISED		DATE DELIVERED	

### REQUEST OVERVIEW

### ACTION REQUIRED

PLACE AN "X" IN THE APPROPRIATE BOX

PROVIDE ADDITIONAL INFO, IF NECESSARY

REQUEST FOR NEW IT SYSTEM	<input type="checkbox"/>	
REQUEST TO MODIFY OR ENHANCE EXISTING IT SYSTEM	<input type="checkbox"/>	
ACCESS ISSUE	<input type="checkbox"/>	
TROUBLE TICKET	<input type="checkbox"/>	
OTHER (PLEASE DESCRIBE)	<input type="checkbox"/>	

### PURPOSE

PLACE AN "X" IN THE APPROPRIATE BOX

PROVIDE ADDITIONAL INFO, IF NECESSARY

PREVENT LOSS OF INCOME / INCREASED EXPENSES	<input type="checkbox"/>	
SAFETY REGULATORY GUIDELINES	<input type="checkbox"/>	
ENHANCE / MAINTAIN CURRENT SERVICE	<input type="checkbox"/>	
REPAIR	<input type="checkbox"/>	
OTHER (PLEASE DESCRIBE)	<input type="checkbox"/>	

### BUSINESS NEED OR PROBLEM

### WORK REQUESTED

WORK AUTHORIZED BY		WORK COMPLETED BY	
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