WORK ORDER

This Work Order is issued through the Centrana platform by the customer identified below ("Customer") to the vendor, contractor or service provider identified below ("Vendor") for the work described herein.

1. Work Order Information
   Work Order Title: [Insert title]
   Work Order Type: [Corrective Maintenance / Predictive Maintenance / Preventive Maintenance / Other Maintenance / Inspections]
   Work Order Number: [Auto-generated or insert number]
   Source ID: [Insert Source ID]
   Priority: [Routine / Urgent / Emergency / Scheduled / Deferred]
   Requested By: [Insert name]
   Request Date: [Insert date]
   Required Completion Date: [Insert date, if applicable]
   Service Location: [Insert site name and address]
   Asset or Equipment: [Insert applicable asset, equipment or system]

2. Scope of Work
   Vendor shall perform the services, labor, materials and related work described below:
   Scope of Work: [Describe work to be performed, including specific tasks, affected equipment or areas, deliverables and any required documentation.]
   Special Instructions: [Insert access instructions, site rules, safety requirements, preferred work hours, contact information or other instructions.]

3. Pricing
   The pricing for this Work Order shall be:
   Pricing Type: [Fixed Fee / Time and Materials / Not-to-Exceed / Estimate Only]
   Amount: $[Insert amount]
   Not-to-Exceed Amount, if applicable: $[Insert amount]
   Approved Rates, if applicable: [Insert labor rates, material markups or other applicable rates.]
   Vendor shall not exceed any approved not-to-exceed amount without Customer's prior written approval through Centrana or another written method accepted by Customer.

4. Schedule and Completion
   Vendor shall perform the work in a professional and timely manner and shall use commercially reasonable efforts to complete the work by the required completion date, if one is stated above. Vendor shall promptly notify Customer of any condition that may delay completion or require a change to the scope, schedule or price.

5. Changes
   Vendor shall not perform work outside the scope of this Work Order unless approved in advance by Customer. Any material change to the scope, price, schedule or service location must be documented through an updated Work Order, change request or other written approval accepted by Customer.

6. Site Access and Safety
   Vendor is responsible for complying with all reasonable site access, security, safety and operating procedures communicated by Customer or applicable to the service location. Vendor shall perform the work in compliance with applicable laws, codes, permits and safety requirements.

7. Vendor Responsibility
   Vendor is responsible for the acts, omissions, supervision and performance of its employees, subcontractors and agents. Vendor shall provide properly trained and qualified personnel and shall perform the work in a good and workmanlike manner consistent with industry standards.

8. Materials and Equipment
   Unless otherwise stated in this Work Order, Vendor shall provide all labor, tools, equipment, materials, transportation and supervision necessary to perform the work. Any materials charged to Customer must be reasonably necessary for the work and documented upon request.

9. Completion Confirmation
   Upon completion, Vendor shall update the Work Order status in Centrana and provide reasonable completion details, which may include service notes, photos, receipts, test results, inspection reports or other documentation requested by Customer.

   Customer may reject incomplete or nonconforming work and require Vendor to correct such work at Vendor's cost.

10. Invoicing and Payment
    Vendor may invoice Customer only after completion of the work, unless otherwise approved by Customer.

    Vendor's invoice must reference the applicable Work Order number, Source ID, service location and any other information reasonably required by Customer. Vendor must submit each invoice within sixty (60) days after completion of the applicable work, unless a different period is stated in the Work Order or an applicable agreement.

    Invoices must be submitted through the invoicing method designated by Customer, which may include submission through Centrana if enabled by Customer.

    Payment shall be subject to Customer's review and approval of the completed work and applicable invoice. Customer may reject or delay payment of any invoice that does not reference the correct Work Order information, is not timely submitted, is submitted before the applicable work is completed, is not submitted through the invoicing method designated by Customer or exceeds the approved amount without proper authorization.

11. Insurance
    If Vendor will perform services at a Customer site, access Customer property or perform work that may affect Customer's facilities, equipment or operations, Vendor shall maintain insurance coverage appropriate for the work being performed, including workers' compensation as required by law and commercially reasonable general liability coverage.

    Upon request, Vendor shall provide evidence of such insurance.

12. Existing Agreement
    If Vendor and Customer are parties to a separate master services agreement, vendor agreement, maintenance agreement or other written contract covering the work, this Work Order shall be governed by that agreement. In the absence of such agreement, this Work Order will be governed by the Standard Vendor Services Agreement located here: Standard Vendor Services Agreement. If there is a conflict between this Work Order and such agreement, the agreement shall control unless this Work Order expressly states otherwise.

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13. Authorization

By accepting, starting or performing the work described in this Work Order, Vendor agrees to perform the work in accordance with this Work Order and any applicable agreement between Vendor and Customer.

Customer Approval:	**Vendor Acceptance:**
By: _______________________________	By: _______________________________
Name:	Name:
Title:	Title:
Date:	Date: