Work Order Number Descriptions

Number	Description
# 1	Standard work order – prints the job 'Description', 'Service History', heating efficiencies, a section at the bottom for the tech to fill out the parts used and # of hours on job. Prints the notification status and the scheduled date/time, plus a spot to fill in the actual date/time.
# 2	Like WO # 1 but doesn't print heating efficiencies or section for filling out parts used – instead the top section is a tear off to keep in the office.
# 3	Like WO # 1 but doesn't print service history or heating efficiencies – instead there's a larger section for filling out parts used. Prints the job description under field labeled 'Problem(s) Reported/Work To Perform'. Also prints the customer's ticket message.
# 4	Like WO # 1 except it does not print section for filling out parts used. Also prints ticket message like WO # 3.
# 5	No billing information section - instead it prints 'Customer Information' where WO # 1 prints 'Work At' info. Does not print customer's balance, Credit Limit, Zone, Division, Collection Code or heating efficiencies. Does print spots for filling in 'Actual Start' & 'Actual End' date/times.
# 6	Like WO # 1 except with some differences to the equipment info fields that print. Also prints the customer's ticket message like WO #s 3 & 4 and prints 'No Charge' under the hours section at the bottom.
# 7	Just like WO # 1 except the service history section prints every part used for each job.

# 8	Just like WO # 5 except it also prints the customer's collection code (see EXCELLENT for placement) and the customer's ticket message.
# 9	Very similar to WO # 8 except it prints ALL of the service contracts for that piece of equipment, instead of just one like other WOs. Also prints the customer's zone, their over 90 day balance, additional fields at the bottom for the tech to fill out, plus it does not print the 'Service Billing Includes Travel Time' message that prints on other WOs.
# 10	Very similar to WO # 2 in the fact that the top section is a tear off (but unlike # 2, this is also where the 'Service History' prints, plus the customer's 'Over 60' day balance). It differs from # 2 in the fact that it DOES print heating efficiencies, as well as a section at the bottom for filling out parts used. The section is split into two parts for a total of 22 lines. Prints the same customer info fields as # 2 (just slightly repositioned), minus the 'Billing Information' section.
# 11	Designed for a pre-printed form. Prints 'Service History', ALL service contacts for that piece of equipment, job description, equipment info and the customer's ticket message. Does not print heating efficiencies.
# 12	Just like WO # 9 except it prints the customer's overall 'Balance' instead of just their 'Over 90' day balance and it does not print the section at the bottom for the techs to fill out parts used, # of hours, etc. Besides that everything else is exactly the same as # 9.
# 13	Just like WO # 8 except instead of printing the 'Service History', there's a gas check section to fill out for Propane tanks.
# 14	Just like WO # 1 except it prints the first eight 'Custom Equipment Fields' in addition to the regular equipment info fields that print.
# 15	Like WO # 6 except it prints the first twelve 'Custom Equipment Info' fields in addition to the regular equipment info fields that print. Also there are less lines at the bottom for the tech to write on than there is on WO # 6 – total of eight lines to write on.

Work Order Style Descriptions

Style	Description
Style 1	Does print the name of the 'Tech' working on the job, the customer's 'Balance' and their 'Credit Limit'
Style 2	Does not print the name of the 'Tech' working on the job but does print the customer's 'Balance' and their 'Credit Limit'
Style 3	Does print the name of the 'Tech' working on the job, but does not print the customer's 'Balance' OR their 'Credit Limit'
Style 4	Does not print the name of the 'Tech' working on the job, the customer's 'Balance' OR their 'Credit Limit'