

Sunflower Properties, LLC

Work Order (In-House) - Form # 41

| | | | |
|--------------------------------|-----------------------|--|----------------------------|
| Tenant or Contact at Property: | | Tenant or Contact Phone #: | |
| Project or Property Address: | | Date Requested: | Sunflower's Property ID #: |
| Work Requested By: | | Work Order Assigned To: | |
| Work Order Approved By: | | Property Owner: | |
| Date to be Started: | Date to be Completed: | Department or Bid ID # to be Charged to: | |

| # | List of Addresses, Description of Work to be Performed, and/or the Materials to be Ordered | Labor Costs | | Material Costs | | Actual Totals To Be Paid (in box 3) |
|--|--|-------------|--------|----------------|--------|---|
| | | Estimated | Actual | Estimated | Actual | |
| 1 | | | | | | |
| 2 | | | | | | |
| 3 | | | | | | |
| 4 | | | | | | |
| 5 | | | | | | |
| 6 | | | | | | |
| Estimated Totals: (in boxes 1 & 2) | | 1 | | 2 | | 3 |

Additional Instructions from Sunflower or Items needed to complete the work

Remarks By the Person Doing the Work

List all "outside sources" (supplies and/or vendors) needed to complete this job:

(attach any receipts to this form)

Work Completed by:

For Sunflower's Use Only

| Total Paid (Box 3) | Approved By | Date Paid | How Paid | Paid By |
|--------------------|-------------|-----------|----------|---------|
| | | | | |