

For work rather than goods — installation, servicing, repair, a site visit. Same job as a delivery order: it records what was done and gets the customer to sign that it was.

FROM (YOUR BUSINESS)

[Business name]

[Address]

[Phone / WhatsApp]

[Business registration no.]

CUSTOMER

[Customer name]

[Delivery address]

[Attn: contact person]

[Phone / WhatsApp]

JOB / SDO NO.

SDO-2026-0001

DATE

[DD/MM/YYYY]

SITE / LOCATION

[Where the work was done]

ATTENDED BY

[Technician name]

YOUR PO / REF

[Customer reference]

DESCRIPTION OF WORK CARRIED OUT	HOURS / QTY	UNIT	STATUS	REMARKS
e.g. Service and gas top-up, cold room				
Total hours / units				

PARTS USED (IF ANY)

PART / MATERIAL	QTY

FOLLOW-UP

☐ No follow-up needed ☐ Follow-up required

What is outstanding: _____

Next visit booked for: _____

CARRIED OUT BY / DILAKSANAKAN OLEH

Name: _____

Staff / technician no: _____

Date: _____

WORK ACCEPTED BY / KERJA DITERIMA OLEH

Name: _____

Signature: _____

Company chop: _____

Date: _____

Signing confirms the work described above was carried out. Anything left outstanding must be written in the follow-up box before signing.

Materials supplied remain the property of the seller until paid in full.