

Printing a Service Order

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A Service order can be printed for the technician from the service order screen. If the driver is using Mobile-Service, the service order will communicate to his handheld after the next mobile download is performed.

1. Highlight the Service Order in the upper area of the *Service Order* screen.
2. Select **Print SO**.

Service Order Status: Service Order Type:

Customer Info | **Service Order** | Service Requested | Technicians

Service Address:
City: State:
First Name: Last Name:
Requested By:
Mail Address 1:
Address 2:
City2: State: Zipcode:
Home Phone:
Work Phone:
Cell Phone:
Order taken by:
Service Zone:

February 2026
S M T W T F S
1 2 3 4 5 6 7
8 9 10 11 12 13 14
15 16 17 18 19 20 21
22 23 24 25 26 27 28

Show All
Inv Sel
Create Modify
Print SO Save
Open Proposal
Open Invc. Exit

3. A Word document will appear displaying the Service Order. All information entered into the Service Order during the creation phase will appear on this Service Order:

Customer
Service Order #
Service Address
Billing Address
Home Phone
Balances
Work Requested
Terms Code
Directions
Tank Serial #

Labor

Date	Service Team	Hours	Rate	Amount
	GEORGE TAYLOR			
Sub-Total				

Parts & Materials

Part Number	Qty	Parts/Materials/Other	Unit Cost	Unit Price	Amount
Sub-Total					

Logs/Appliances

Part Number	Qty	Logs/Appliances	Unit Cost	Unit Price	Amount
Sub-Total					

Work Performed Remarks

MAP

Trip & Labor	
Materials	
Logs/Appliances	
Sales Tax	
TOTAL	
Payment Received	
BALANCE DUE	

The use and care of my appliances and equipment have been explained to me. I have been made aware of the odor of propane gas

Signature of Customer _____ Signature of Employee _____ Date _____