Sample of Service Ticket

Ticket #1505

Vendor Name
Address 1
Address 2

Date: Oct 20/06

PO #: 8500000402 / 10

Approver Code: #Zxxxxxxxx

Unit # _____ Employee # _____
LSD: 03-26-082-14-W5M
Services for: Husky

Description of Work:

Load pipeline with forklift 2 hrs @ 100 $200.00
AFE # US-11111-EQ

Subtotal $200.00
GST 12.00
Total $212.00

Remarks: _____
_____
_____

_____ _____
Vendor Rep Customer authorization

Unique ticket #

Date work performed

Purchase Order & Line Item Number

Husky Approver code

Location

Quantity, rate, cost for service

Description of services performed

AFE or cost centre or Work Order

Total with taxes

Authorized Husky Representative