

Work Orders

Directions:

1. Select three professionals in the community to interview.
2. Interview the professional as to how his/her company:
 - Accurately completes work orders
 - Accurately completes material orders
 - Accurately completes related paperwork
3. With other students in your class, form partnerships. Take turns completing a work order and giving the work order as to what job needs to be done and what materials the company will need to perform the task. Evaluate your partners' paperwork and determine whether or not the paperwork was or was not accurately completed.