Shire of Victoria Plains

WORKS REQUEST FORM

**Calingiri Works Depot**

**Ph: 9628 7232 Fax: 96287004**

**Email: reception@victoriaplains.wa.gov.au**

|  |  |
| --- | --- |
| Works requested by  |  |
| Date of request  |  |
| Phone  |  |
| Email  |  |
| Premises / location work is required |  |
| **WORK TO BE CARRIED OUT, INCLUDE SKETCH IF REQUIRED** |
|  |
| **OFFICE USE ONLY** |
| Priority | Urgent | 1 week | 1 month | Future consideration |
| Work issued to | Works crew | Parks crew |
| Contractor (name) |  |
| Work order number |  |
| Actioned by |  |
| Date work completed |  |
| Informed relevant contact personof completed works | Date | By email | By phone |

**NOTES –**