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 person  of completed works | | Date | By email | By phone |

**NOTES –**