

Customer Request Form

Please be sure to include as much detail as possible (who, what, where, when & why)

Title of Request: _____

Requested By: _____

Date of Request: ____ / ____ / ____

Phone: (H) _____ (M) _____ (W) _____

Email: _____

Premises/Location of Request (please include as much detail as possible inc. coordinates, nearest intersections, other roadside markers, etc.): _____

Details of Request (be sure to include impact of issue and the desired outcome):

Include sketch here if required:

OFFICE USE ONLY

Place "X" in appropriate square:

Urgent 1 Week 1 Month Future Consideration

Work issued to:

Contractor Name: _____

Or

Internal: Parks Department Works Department

Case Number: _____

Actioned by: _____

Date Work Completed: ____ / ____ / ____

Informed customer of works completed: ____ / ____ / ____

Any relevant notes: _____
