

## WORK REQUEST FORM

Date: \_\_\_\_\_

Member Name : \_\_\_\_\_

Unit : \_\_\_\_\_

Phone: (H) \_\_\_\_\_

(W or C) \_\_\_\_\_

Permission to enter : YES NO (please circle one)

Entry comment : \_\_\_\_\_

Please **PRINT** legibly and be as specific as possible

Work Orders also available in the Community Centre

### For Office Use

Work Order Number: \_\_\_\_\_

Date received: \_\_\_\_\_

Priority: \_\_\_\_\_

Contractor : \_\_\_\_\_

Volunteer: \_\_\_\_\_

Date assigned: \_\_\_\_\_

Date of completion: \_\_\_\_\_

Please describe the problem, not the solution.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
(Workers Signature when work complete)

\_\_\_\_\_  
(Members Signature when work complete)

**Please fill out Contractor sections, attach any receipts from Home Depot etc, and hand in this work order with your invoice for this work when completed.**

#### Contractors Use Only

Materials Used : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Workers Comments:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

#### Contractors Use Only

Date completed: \_\_\_\_\_

Plumbing Material Cost: \$ \_\_\_\_\_ (supplied)

Electrical Material Cost: \$ \_\_\_\_\_ (supplied)

Carpentry Material Cost: \$ \_\_\_\_\_ (supplied)

Hardware Material Cost: \$ \_\_\_\_\_ (supplied)

Other Material Cost: \$ \_\_\_\_\_ (supplied)

Time taken: \_\_\_\_\_ (hrs) Labour Cost : \$ \_\_\_\_\_

Total contractor cost: \$ \_\_\_\_\_

#### Office use only

On account receipts:

Plumbing Material Cost : \$ \_\_\_\_\_ (receipts)

Electrical Material Cost : \$ \_\_\_\_\_ (receipts)

Carpentry Material Cost: \$ \_\_\_\_\_ (receipts)

Hardware Material Cost: \$ \_\_\_\_\_ (receipts)

Other Material Cost: \$ \_\_\_\_\_ (receipts)

Contractor Cost: \$ \_\_\_\_\_

Total cost: \$ \_\_\_\_\_