

GENERAL REQUEST FORM

PROBLEM COMPLAINT ENQUIRY FEEDBACK

DATE..... TIME

REQUESTED BY:

NAME TELEPHONE NO

ADDRESS EMAIL

SOURCE: PHONE COUNTER OTHER

DESCRIPTION OF PROBLEM / ISSUE:

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LOCATION OF PROBLEM / ISSUE:

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SUGGESTIONS FOR IMPROVEMENTS / COMMENTS:

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OFFICE USE ONLY

FILE REF:

STAFF MEMBER RECORDING REQUEST

NOTE: _____

STAFF MEMBER ACTIONING REQUEST

RECORD OF WORK COMPLETED:

TASK COMPLETED PENDING ROUTINE MAINTENANCE PENDING FURTHER INVESTIGATION
 BUDGET ITEM REQUIRED NOT COUNCIL RESPONSIBILITY

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CUSTOMER NOTIFIED OF COMPLETION/PROGRESS

NOTIFICATION TO REQUESTER:

BY PHONE BY LETTER IN PERSON

NOTIFIED BY DATE.....