



# SERVICE REQUEST

3300 East Paris Ave. SE, Kentwood, MI 49512  
616-957-9000 - www.cambridgepartnersinc.com

### FOR OFFICE USE ONLY

WORK ORDER NUMBER

DATE OF CALL

TIME OF CALL

JOB SITE

### RESIDENT INFORMATION

Resident: Please complete Resident Information section only.

RESIDENT/OCCUPANT NAME	CONTACT NUMBER
NAME OF CALLER	CONTACT NUMBER
E-MAIL ADDRESS	
ADDRESS FOR SERVICE	
PERMISSION TO ENTER <input type="checkbox"/> Yes <input type="checkbox"/> No	PETS <input type="checkbox"/> Yes <input type="checkbox"/> No
BRIEF DESCRIPTION OF PROBLEM	

### SERVICE DESCRIPTION

DETAILED DESCRIPTION OF PROBLEM

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SERVICE PERFORMED

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MATERIALS USED

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COMPLETED BY	DATE & TIME STARTED	DATE & TIME COMPLETED
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COMMENTS / FOLLOW-UP

### PARTS & LABOR

QUANTITY	EMPLOYEE NAME	STOCK CODE	DESCRIPTION	UNIT PRICE	TOTAL
<b>TOTAL</b>					

**X** \_\_\_\_\_ **X** \_\_\_\_\_  
 Authorized By Date Signed By Date

\_\_\_\_\_  
 Invoice Number Dated