

# CITIZEN REQUEST FOR SERVICE

---

Date \_\_\_\_\_ Time \_\_\_\_\_ Taken By \_\_\_\_\_

Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Contact was by:     Telephone  
                           In Person  
                           Letter

Nature of Call: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

---

---

Check Person or Dept. Below to Which Request was referred on \_\_\_\_\_  
[Copy always goes to President] (Date)

Administrator                             Public Works/ Maintenance

Clerk-Treasurer                         Wastewater Operator

Dir. of Public Works                     Trustee \_\_\_\_\_

Sheriff's Dept.                             Trustee \_\_\_\_\_

Other \_\_\_\_\_

Action Taken: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_