604 • TO REORDER CALL
GREAT AMERICAN 1-800-231-0329

SERVICE REQUEST

123046

LOCATION _____

OCCUPANT

NAME _____ ADDRESS / NO. _____

PHONE NO. _____ SPECIAL INTEREST ABOUT RESIDENCE _____

AUTHORIZATION TO ENTER IN OCCUPANT'S ABSENCE ❑ YES ❑ NO

DATE & TIME SCHEDULED _____

PET IN RESIDENCE ❑ YES ❑ NO

OFFICE

DATE REPORTED _____ TIME _____ DATE ASSIGNED _____ TIME _____

WRITTEN BY _____ ASSIGNED TO _____ BY _____

WORK REQUESTED: _____

PRIORITY (CIRCLE) A B C PM

A - URGENT
B - ROUTINE
C - LOW
PM - PREVENTATIVE MAINTENANCE

MAINTENANCE

ACTION TAKEN: Work completed ( ) Repaired temporarily ( ) Parts on order ( ) Outside contractor called ( )

DATE _____ TIME IN _____ TIME OUT _____ SERVICE PERSON _____

WORK DONE: _____

QUANTITY	MATERIALS & PARTS USED	UNIT PRICE	AMOUNT
		SALES TAX	
		TOTAL $	

TIME CHARGE _____ HR. $ _____ PER HR.

CHARGEABLE TO: OCCUPANT ❑ MANAGEMENT ❑ OWNER ❑ AMOUNT $