



# CUSTOMER SERVICE REQUEST FORM

<b>Date:</b>
<b>Callers Details -</b>
<b>Contact Number:</b>
<b>Is it urgent?</b>
<b>Creators Name:</b>

<b>Details of Issue:</b>

<b>Location of Issue:</b>

### Type of Issue

#### Tree – Size?

- Blocking the road:    YES                                 NO
- Machinery needed:   CHAINSAW                             BACKHOE

Pothole - Size?                    TENNIS BALL / DINNER PLATE / HULA HOOP

Other.....  
.....

<b>Department &amp; Officer Responsible:</b>				
Works & Infrastructure (WI)	Development Services (DS)	Business & Corporate Services (BCS)	Community Services CS)	Governance (G)
<b>Date Completed:</b>				
<b>Actions Required:</b>				
<b>Any Follow Up Actions:</b>				
<b>Customer contacted:</b>	<b>Date:</b>			
	<b>Details provided:</b>			