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| **[A picture containing text  Description automatically generated](https://www.smartsheet.com/try-it?trp=11371&utm_source=integrated+content&utm_campaign=/content/service-request-forms-templates&utm_medium=Customer+Service+Request+Form+doc+11371&lpa=Customer+Service+Request+Form+doc+11371&lx=PFpZZjisDNTS-Ddigi3MyABAgeTPLDIL8TQRu558b7w)CUSTOMER SERVICE  REQUEST FORM** | | | |
| **Company Name** | | YOUR LOGO | |
| 123 Company Address Drive | |
| Fourth Floor, Suite 412 | |
| Company City, NY 11101 | |
| 321-654-9870 | email address | |
|  |  |  | WORK ORDER |
| **REQUESTER NAME** |  | **LOCATION ADDRESS** |  |
| **PHONE** |  |
| **EMAIL** |  |
|  |  |  |  |
| **PRIORITY LEVEL** |  | **ORDER DATE AND TIME** |  |
| **DATE NEEDED** |  | **DATE DELIVERED** |  |
|  |  |  |  |
| **WORK ASSIGNED TO** |  | **WORK BILLED TO** |  |
|  |  |  |  |
| REQUEST DESCRIPTION | | | |
|  | | | |
|  |  |  |  |
| DESCRIPTION OF WORK COMPLETED | | | |
|  | | | |
|  |  |  |  |
| EXPLANATION OF INCOMPLETE WORK | | | |
|  | | | |
|  |  |  |  |
| **WORK COMPLETED BY** |  | **DATE** |  |
|  |  |  |  |
| **WORK APPROVED BY** |  | **DATE** |  |

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