



# REQUEST FOR SERVICE

Date: \_\_\_\_\_

Time: \_\_\_\_\_

Location/Address of Issue: \_\_\_\_\_

Details of Request/Complaint/Issue: \_\_\_\_\_

Follow up Call Required: Yes  No

Referred to:

Works & Operations	_____	Airport	_____	Bylaw Enf.	_____
Recreation	_____	Finance	_____	Animal Control	_____
Fire Dept.	_____	Building Insp.	_____	Planning	_____
Engineering	_____	Administration	_____	TECH SUPPORT	_____
Accessibility	_____				

This request received by: Mail  Fax  Phone  Person  Email

Signature: \_\_\_\_\_

Action Taken By Staff: \_\_\_\_\_

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

Customer's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ Email: \_\_\_\_\_

Your personal information is maintained in accordance with the **Freedom of Information and Protection of Privacy Act**. If you have any questions regarding the use of your personal information, please call the Director of Corporate Services for the Town at 250-847-1600.