

# WORK ORDER REQUEST FORM

## First Cumberland Presbyterian Church

Requester Name: \_\_\_\_\_ Date: \_\_\_\_\_

Circle One: Church    CDC    CYF                      Telephone: \_\_\_\_\_

Location: \_\_\_\_\_                      Urgent: Yes \_\_\_ No \_\_\_

Room: \_\_\_\_\_

Description of work requested:

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-----Maintenance Use Only-----

Description of Completed Work and Material Used:

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Materials cost: \_\_\_\_\_                      Labor time: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_