

Davisburg United Methodist Church Service Request

Davisburg United Methodist Church is a multi building campus. While our Pastor, Trustees and you do the best to keep everything maintained, it is nearly impossible for any one person to know about every problem. If you see a problem which needs immediate attention, please report it to the Trustee Chairperson and/or the Administrative Office. If you are unable to personally report the issue: or the issue is of a nature that does not require immediate attention, please fill out a work order and we will attend to it as quick as possible.

Your Name

Your Email

Your Phone Number (Please Include Area Code)

Date of Request

Month	Day	Year

Please describe the problem

Location of problem. (Be specific)

Location of problem. (Be specific)

Location of problem. (Be specific)

Trustee Use Only

Person Maintenance Completed By

Date Completed

Month	Day	Year

Was this item related to another church project or ministry? Yes No

If "Yes" what is the name of project or ministry

Other persons assisting:

Name:

Name:

If Contractor Used Please Completely Fill In This Portion Of Document:

Business/Contractor Name

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Street

City

State

Zip

Primary Phone Number (Please Include Area Code)

Alternative or Fax Number (Please Include Area Code)

Invoice Number

Arrival

Time

Completion

Time

Please attach original invoice to this document upon submission.

