

CITIZENS' REQUEST FOR SERVICE FORM

The following is a copy of your request for service. Our goal is to respond in a prompt, efficient, and courteous manner. Please return the enclosed postage-paid postcard with your comments about our service. Your input is greatly appreciated.

Mark E. Grams
City Administrator

TO: Mark Grams, City Administrator

FROM: (Person Contacted) _____

DATE: _____

Citizen's Name: _____

Address: _____

Phone Number: _____

Date Of Request: _____ Time: _____

Received By Whom: _____

Description Of Concern: _____

Location: _____

Request For Service Directed To: _____

Follow -Up Phone Call Made: Yes No Date: _____

Service/Response Provided: _____

Employee Completing Service: _____

Date Of Service or Response Provided: _____

Department: _____