GREENSTAR SOLUTIONS– SERVICE REQUEST FORM

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| --- | --- | --- | --- | --- | --- | --- | --- |
| DATE: |  |  |  | REGISTERED:  |  | REGISTER UPDATED: |  |
| TAKEN BY: |  |  |  | SOURCE:  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| CLIENT:  |  |  |  |  |  |  |  |
| OWNER:  |  |  |  |  |  |  |  |
| ADDRESS: |  |  |  |  |  |  |  |
|  |  |  |  | POSTCODE:  |  |
| PHONE: |  |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| ORIGINAL JOB NO:  |  |  |  |  | ACCESS ANYTIME:  | YES / NO |
| COMPLETED: |  |  |  |  | SINGLE STOREY / DOUBLE STOREY |
| SYSTEM TYPE:  |  |  |  |  | ROOF MATERIAL:  |  |  |
|  |  |  |  |  | ROOF PITCH:  |  |  |

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| REPORTED PROBLEM:  |  |
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| PHOTOS OF PROBLEM: |  |
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**SECTION 2 - OFFICE USE ONLY**

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| COMPLETED WORKS:  |  |
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| --- | --- |
| MATERIALS USED:  |  |
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| --- | --- | --- | --- | --- | --- | --- | --- |
| DATE COMPLETED:  |  |  |  | CREW: |  |  |  |
| UNDER WARRANTY: | YES / NO | TIME ON SITE:  |  |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| SERVICE FEE:  | $ |  |  | SERVICE SCHEDULED:  |  YES / NO |
| LABOUR:  | $ |  |  | DATE: |  |
| MATERIALS:  | $ |  |  | TIME: |  |
| FREIGHT/POSTAGE:  | $ |  |  | CONFIRMED:  |  |
| CREDIT CARD FEE (1.9%): | $ |  |  | SPECIAL INSTRUCTIONS:  |  |
| SUBTOTAL:  | $ |  |  |  |  |
| GST:  | $ |  |  | CREDIT CARD NO:  |  |
| TOTAL:  | $ |  |  |  |  |
| DATE PAID:  |  |  |  | EXP:  | CCV: |