

# WORK ORDER REQUEST FORM

## PUBLIC WORKS

BOROUGH OF OXFORD, PO BOX 380

OXFORD, PA 19363

TELEPHONE 610-932-2500 FACSIMILE 610-932-8119

BANNER REQUESTS CONTACT LINDA 610-932-2500, EXT. 1303 OR

ADMIN@OXFORDBORO.ORG

Person or Organization

Requesting work \_\_\_\_\_

Phone Number \_\_\_\_\_

Dates for required

Service \_\_\_\_\_

Number of hours requested \_\_\_\_\_

Explanation of Special Work \_\_\_\_\_

\_\_\_\_\_

Request (accepted) (denied) by Borough Manger on \_\_\_\_\_

Signature \_\_\_\_\_

**DATE INFORMATION FOR BANNERS ONLY** – Banners must be 3 foot by 20 foot – NO EXCEPTIONS. NOTE: Banners are put up on a first come, first serve basis. We cannot guarantee any date.

Requested date to put up \_\_\_\_\_

Requested date to take down \_\_\_\_\_

Date from received at the Borough of Oxford \_\_\_\_\_

Please submit at least 30 days prior to requested date. Thank you.