

WORK ORDER AND BANNER REQUEST FORM
PUBLIC WORKS
BOROUGH OF OXFORD, PO BOX 380, 401 MARKET STREET
OXFORD, PA 19363
TELEPHONE 610-932-2500 FACSIMILE 610-932-8119

BANNER REQUESTS CONTACT LINDA AT 610-932-2500, EXT. 303 OR
ADMIN@OXFORDBORO.ORG

Person or Organization

Requesting work _____

Phone Number _____

Dates for required

Service _____

(Please note: We cannot guarantee any date.)

Number of hours requested _____

Explanation of Special Work _____

Request (accepted) (denied) by Borough Manager on _____

Signature _____

DATE INFORMATION FOR STREET 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 form received at the Borough of Oxford _____

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