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: |