



WORK ORDER FORM

EAST LANSING REGION

DATE & TIME _____

BUILDING: _____

TENANT NAME AND SUITE NUMBER: _____

CONTACT NAME AND NUMBER: _____

DESCRIPTION OF WORK REQUIRED: _____

IS THERE ANYTHING SPECIAL OR UNUSUAL ABOUT THIS REQUEST?

YES, I WOULD LIKE TO RECEIVE A COPY OF THE WORK ORDER UPON COMPLETION.

IF THIS IS AN EMERGENCY OR IMMEDIATE NEED, PLEASE CALL YOUR
WORK ORDER IN TO 517-336-7157.

YES, I WOULD LIKE THE WORK ORDER NUMBER.

PLEASE FAX THIS REQUEST TO 517-336-7157