

FOREST HILLS WORK REQUEST FORM

Please complete this form with as much detail as you can, then put it in the Trustees hanging file folder in the office. Please write legibly and provide a phone number and/or email address so we can contact you with any questions.

Date: _____

From: _____ Phone: _____

Email: _____

Description of work to be done, repair needed (please include a specific location in the church or on the grounds):

For Trustee Committee

Is this request a matter of safety? _____

Do you have a cost estimate for this work? _____ If so, what is it? _____

Who will pay for this project? _____

APPROVED _____ DENIED at this time _____ DATE: _____

Trustees Chairman

Administrative Office