**Vendor Service Request Form**

**[Company Name]**[Department: Department]  
[Company Address: Address]  
Phone & Email Phone & Email

**Request Details**

|  |  |  |  |
| --- | --- | --- | --- |
| **Request Number:** |  | **Request Date:** |  |
| **Requested By (Employee Name):** |  | **Designation:** |  |

**Vendor Information**

|  |  |  |  |
| --- | --- | --- | --- |
| **Vendor Name:** |  | **Vendor Contact Person:** |  |
| **Phone:** |  | **Email:** |  |

**Service Details**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Type of Service Requested:** | ☐ Maintenance | ☐ Repair | ☐ Installation | ☐ Inspection | ☐ Other: |

**Service Description:**

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|  |  |  |  |
| --- | --- | --- | --- |
| **Location of Service:** |  | **Preferred Service Date:** |  |
| **Urgency Level:** | ☐ Low ☐ Medium ☐ High | | |

**Cost & Approval**

|  |  |  |  |
| --- | --- | --- | --- |
| **Estimated Cost:** |  | **Budget Code (if applicable):** |  |

**Approvals:**

|  |  |  |  |
| --- | --- | --- | --- |
| **Supervisor Name & Signature:** |  | Date: |  |
| **Manager / Authorized Signatory:** |  | Date: |  |

**Vendor Completion Section**

|  |  |  |  |
| --- | --- | --- | --- |
| **Service Start Date:** |  | **Service Completion Date:** |  |
|  |  |  |  |

**Work Completed (Brief Description):**

|  |  |  |  |
| --- | --- | --- | --- |
| **Vendor Signature:** |  | Date: |  |

**Notes / Remarks**

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