

SERVICE REQUEST FORM

Request Number: _____ Priority Level: _____

Requester Information:

Full Name: _____

Department: _____

Phone Number: _____

Email Address: _____

Service Details:

Service Type: _____

Description of Issue/Request:

Location of Service: _____

Requested Service Date and Time: _____

Approval Section:

Approved By: _____

Approval Signature: _____

Approval Date: _____

Section 1 – Scope of Service

The service provider agrees to perform the service described above in a professional and workmanlike manner consistent with industry standards and applicable laws. This form constitutes the entire request and authorization for service.

Section 2 – Authorization and Access

Requester authorizes the service provider to access the specified location and equipment necessary to perform the requested service. Service provider shall comply with all applicable safety and security policies.

Section 3 – Payment and Billing

Unless otherwise agreed in writing, payment for services rendered shall be made according to the established terms between the parties. Requester acknowledges responsibility for any costs incurred.

Section 4 – Liability and Indemnification

Service provider shall maintain appropriate insurance coverage. Requester agrees to indemnify and hold harmless the service provider from claims arising from misuse or failure to provide accurate information.

Section 5 – Confidentiality

Both parties agree to maintain confidentiality of any proprietary or sensitive information disclosed in connection with the service request.

Section 6 – Governing Law and Venue

This service request and any resulting agreements shall be governed by the laws of the United States and the relevant state jurisdiction. Any disputes shall be resolved in the appropriate courts therein.

Section 7 – Amendment and Termination

This request may be amended only by written agreement signed by both parties. Either party may terminate the service request for cause upon written notice.

Section 8 – Entire Agreement

This document, together with any attachments or referenced documents, constitutes the entire agreement between the parties regarding the service requested herein and supersedes all prior communications.

REQUESTER'S SIGNATURE

SERVICE PROVIDER'S REPRESENTATIVE

Signature: _____

Signature: _____

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