

# Athelstone Uniting Church

## *Work Request*



<b>Facility or safety concern, including location:</b> (if helpful, please submit photos with work request) <b>Please submit request to Office Administrator</b>	
<b>Requested by:</b>	
<b>Date Work Request submitted to Office Administrator:</b>	
<b>Work carried out to address concern:</b>  <b>Work was carried out by:</b>	
<b>Cost (if applicable):</b>	<b>Tax Invoice sent to Treasurer</b> <input checked="" type="checkbox"/>
<b>Date work completed:</b>	
<b>Requestor notified of outcome (by Office Admin):</b>	
<b>Any additional information:</b>	

Once job completed, work request to be filed in Church Office