



# Shire of West Arthur

## Customer Service Request Form

Number:  
2021\_\_\_\_\_

Ph: 9736 2222 Fax: 9736 2212  
Email: shire@westarthur.wa.gov.au

**CSR Requested by:** \_\_\_\_\_

**Date of request:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Details of Customer Service Request**      Feedback required    Yes     No

### Office Use Only

Place "x" in appropriate square

Urgent     1 Week     1 Month     Future Consideration

**Area**      Works       Parks       Building       Admin

Singe Point of Accountability (SPA): \_\_\_\_\_

CSR Number: \_\_\_\_\_  
Actioned by: \_\_\_\_\_  
Date work completed: \_\_\_\_\_

**Informed relevant contact person works completed by:**  
E-mail       Telephone       Date Informed: \_\_\_/\_\_\_/\_\_\_

Relevant Notes: \_\_\_\_\_  
\_\_\_\_\_