

Town of Middletown Springs
SERVICE REQUEST LOG

From : _____ Date: _____ Time: _____ am/pm Taken by: _____

_____ Highway _____ Municipal _____ Other

PROBLEM / REQUEST: to be filled in by citizen making the complaint or request.

Describe the problem or request: _____

Location: _____

Date problem occurred and/or length of time problem has existed: _____

Signature: _____ Date: _____ Phone: _____

SELECTBOARD RESPONSE: Describe contact with citizen and proposed resolution.

_____ followed up with citizen on _____ by: ___ phone ___ in person ___ mail

Additional details: _____

What should be done about the problem /request: _____

RESOLUTION OF ISSUE:

What was done to resolve the problem or comply with the request? _____

When? _____ By whom? _____

Citizen advised of resolution on _____ By _____