



1060 Jadwin Ave. Ste.150
Richland WA 99352
509-943-8323
www.jerryabrams.com/pci.htm

SERVICE REQUEST FORM

FAX TO (509)946-7957

- ! MAINTENANCE
- ! JANITORIAL
- ! LANDSCAPE

Property Address: _____
(Suite # / Floor)

Tenant / Company: _____
(Department)

Contact Person: _____

Phone Number(s): _____

Date Requested: _____ Time: _____

_____ URGENT! _____ Contact Tenant Immediately _____ Call Tenant to Schedule Work _____ Other: _____

REQUEST:

(please be sure to provide as much detail as possible to have the matter efficiently attended to)

[TO BE COMPLETED BY PCI STAFF MEMBER]:		JDA Staff Member (Initial): _____	
Tech: _____	Date: _____	Time: _____	
Work Performed: _____			
Contact: _____			
Parts: _____			
Completed By: _____	Date: _____	Time: _____	