



REQUEST FOR SERVICE/FIELD REPORT

FAX OR MAIL TO:

CONTRAX FURNISHINGS, INC.

690 NE 23RD AVENUE
GAINESVILLE, FL 32609 PHONE:
(352) 373-7516 FAX:(352) 373-0622

TOLL FREE: (800) 699-7516

REQUESTOR

CUSTOMER INFORMATION:

SCHOOL:	
ADDRESS:	
CITY:	
COUNTY:	
PHONE:	
FAX:	
CONTACT:	
EMAIL:	
REQ. DATE	

CX JOB #:		INSTALL DATE:	
MANUFACTURER:		CX PO NUMBER:	
MODEL NUMBER:		QTY:	
ROOM NUMBER:		Color:	
DESCRIPTION:			

- WARRANTY
 PART(S) NEEDED
 ENTERED
 MANAGEMENT REVIEW

WORK ORDER INFORMATION (Contrax Furnishings Use Only):

INQUIRY NUMBER		PARTS RECEIVED	
SERVICE PERSON		ASSIGNED DATE	
JOB NOTES:			

Delivered/Installed By: _____ **Date:** _____

Received By (Customer): _____ **Date:** _____