Mills County Road Dept.	Date logged:	Service Request & Work Order	Fee: $117

1. Source of information :

Name : _____ Best time to call : _____

Organization : _____ Work Phone : _____

Mailing Address : _____ Home Phone : _____

City, State, Zip : _____ FAX #: _____

Cell Phone : _____

2. Location : Provide as much information as possible

Road ID : _____

Route ID : _____

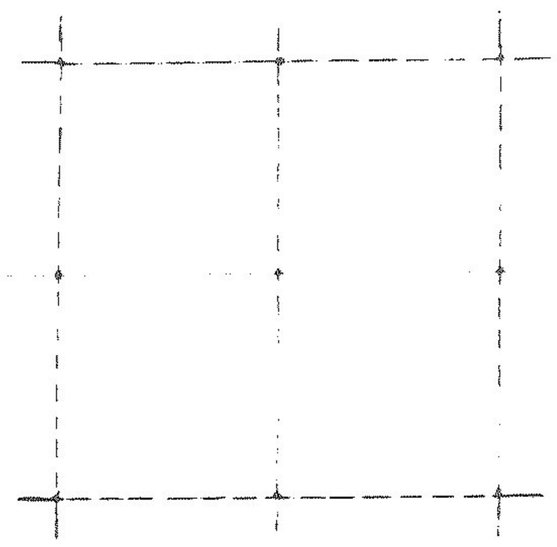
Bridge ID : _____

Twp-Rng-Sec : T____N - R____W - S____

Civil Township : _____

Detailed description:

4. Sketch or map:



3. Description of work requested : When was need first noticed?: _____

Check type of road feature involved : [] 200 ROW [] 300 Grade [] 400 Culverts [] 500 Bridges [] 100 Admin. [] 600 Rd Surface [] 700 Traffic Service [] 800 Land Service [] 900 Misc.

A. Field investigation and analysis : Date Checked: _____ Checked by : _____

Previous Wk Orders on same need : _____

B. Work Assignment and Instructions :

Assigned to : _____ Priority : _____ Complete by : _____

[] See attachment [] See back of this sheet

C. Work Completion Record : (To be filled in by foreman in charge at end of job)

Date Started : / / Crew ID & size : - Road type : [] Pvd [] Slct [] Grvl [] Dirt

Date done : / / Crew time : Hrs/ Days Traffic level : _____ vpd

Work code : _____ (Per timesheet) Work done : - (Quantity / Units) Road feature : _____ (From PT/GE codes)

Followup reminder : _____

form\workordr.wk4