

Request for Copier Service

U.S. Department of Housing
and Urban Development
Office of Administration

Fill in the top of this form and return it to the Printing Branch

Date of Request	Time of Request	Name of contact person		
Office			Room number	Phone number (include extension)
Nature of problem/comments				

To be completed by the Service Representative

Date of arrival	Time of arrival	Serial Number	Model Number	Meter reading
Nature of problem				

-
- Call back required
- Parts to be ordered (list parts below)
- Other (give specifics below)

Comments

Completion Date	Time machine running
-----------------	----------------------

After service has been completed, return this form to the Printing Branch Room BS-11, Attention: Copy Manager

form HUD-21027 (9/89)