



# TOWN OF ST. JOHNSBURY

Town Manager's Office  
51 Depot Square, Suite 3  
St. Johnsbury, VT 05819  
802-748-3926  
[www.stjvt.com](http://www.stjvt.com)

Town Clerk 802-748-4331  
Dispatch 802-748-2314  
Police 802-748-2314  
Fire 802-748-8925  
Public Works 802-748-4408  
Assessor Office 802-748-4272

## WORK ORDER REQUEST FORM

REQUEST MADE BY:					
Name:	_____		Date:	_____	
email:	_____		Telephone:	_____	
Department (circle one)	Water	Sewer	DPW*	Fire	Police

\*DPW includes, roads, bridges, culverts, storm drains, sidewalks, etc

Location: \_\_\_\_\_ Urgent: Yes \_\_\_\_\_ No \_\_\_\_\_

Description of Work Order Requested:

### -----Town Use Only-----

Department Head Signature for Approval: \_\_\_\_\_

Date: \_\_\_\_\_

Description of completed Work Order and Material Used:


Completed By: \_\_\_\_\_ Date: \_\_\_\_\_

Time Started: \_\_\_\_\_ Time Ended: \_\_\_\_\_

*Please complete and submit to the Town Manager's office at the address above or email to [cwhitehead@stjvt.com](mailto:cwhitehead@stjvt.com)*

*The Town receives and process work order requests daily. Our overall goals are to review orders, schedule and complete these services in a timely manner*