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**SERVICE REQUEST  
 INFORMATION FORM**

PERSONS NAME AUTHORIZING SERVICE \_\_\_\_\_  
 BILLING ADDRESS \_\_\_\_\_  
 JOBSITE ADDRESS/STORE NUMBER \_\_\_\_\_  
 BILLING PHONE NUMBER/CONTACT NAME \_\_\_\_\_  
 STORE PHONE NUMBER/CONTACT NAME \_\_\_\_\_

**POLE SIGN(S)**

- 1.) What portion is out, or is it completely out? If completely out have the breakers been checked? \_\_\_\_\_
- 2.) Is there more than one pole sign on site? Which one is affected? If more than one, please indicate specific sign? \_\_\_\_\_
- 3.) Would the person requesting service like sign(s) cleaned during service?  
 YES \_\_\_\_\_ NO \_\_\_\_\_
- 4.) Would the person requesting service like sign(s) painted during service?  
 YES \_\_\_\_\_ NO \_\_\_\_\_

**WALL SIGNS/AWNINGS**

- 1.) What type of sign is it? (Box sign, logo, individual letters, awnings) \_\_\_\_\_
- 2.) What portion of the sign is out, or is it completely out? If completely out, have breakers been checked? \_\_\_\_\_
- 3.) Is there more than one wall sign on site? Which one is affected? If more than one, please indicate elevation? (North, South, East, West) \_\_\_\_\_
- 4.) Would the person requesting service like sign(s) cleaned during service?  
 YES \_\_\_\_\_ NO \_\_\_\_\_
- 5.) Would the person requesting service like sign(s) painted during service?  
 YES \_\_\_\_\_ NO \_\_\_\_\_

**PARKING LOT LIGHTING**

- 1.) What light pole(s) are affected? \_\_\_\_\_
- 2.) Is there a diagram of light pole layout? \_\_\_\_\_

**INTERIOR SIGNS**

- 1.) Which sign is out? \_\_\_\_\_
- 2.) What portion of interior neon is out? \_\_\_\_\_