



Maintenance/ Repair Request Form

FORWARD REQUEST TO:

Distribution Centre Manager - Adam Taylor

Email: adam.taylor@ezfurn.com.au

*If the Distribution Centre Manager is not on duty forward the request onto the supervisor on duty.

**I have a maintenance request that needs your attention.
Please organise the following repairs.**

Requestors Name:

Requestors Email:

Machine/ Equipment:

Priority:

High – Must be completed within 24 hours.

Medium – Must be completed within a week.

Low – Must be completed when convenient.

I am requesting for a:

Replacement.

Repair.

Repair or replacement.

Description of requested maintenance: