



3851 Vacation Village Drive  
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 Email: [office@woodfieldrv.com](mailto:office@woodfieldrv.com)  
[woodfieldrv.com](http://woodfieldrv.com)

## Customer Service Request Form

Resident Name \_\_\_\_\_ Date \_\_\_\_\_

Site # \_\_\_\_\_ Cell Phone # \_\_\_\_\_ Alternative Phone # \_\_\_\_\_

Email \_\_\_\_\_

**IMPORTANT NOTE:**

Park Model warranty items may need to be coordinated directly with the manufacturer of your home. You will be notified by the office and provided with instructions and contact information if so required. Please reference your sales agreement for important information such as your serial number, etc.

Request Type (Check one):  Estimate  Materials  Service

Item #	Room/Location	Description of service requested. Please list each item separately and describe in detail.	Date Completed	Resident Initials
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

**Material deliveries are made Monday through Friday during normal business hours as scheduled by Woodfield.  
 Material must be paid for in full prior to delivery.**

By signing below, you acknowledge receiving a copy of this request at time of submittal.

\_\_\_\_\_  
 Resident Signature

\_\_\_\_\_  
 Date

**Acknowledgement of Completion**

I agree that all items on this form have been satisfactorily completed.

\_\_\_\_\_  
 Resident Signature

\_\_\_\_\_  
 Date