

# SERVICE REQUEST

RR# \_\_\_\_\_  
 Agreement# \_\_\_\_\_

PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

**MINISTRY SECTION**

COMPANY NAME: \_\_\_\_\_ BUSINESS LOCATION: \_\_\_\_\_  
 COMPANY CONTACT NAME: \_\_\_\_\_ PH# \_\_\_\_\_ CELL# \_\_\_\_\_  
 COMPANY EMAIL: \_\_\_\_\_

**RESOURCES REQUESTED:**

QTY	Resource		QTY	Resource

**STANDBY - DATES:** \_\_\_\_\_ TO \_\_\_\_\_ **TIMES (24 HR):** \_\_\_\_\_ TO \_\_\_\_\_  
*Unless advised, standby requirements will lapse at the end of the above noted period.*

**STAND DOWN - DATE:** \_\_\_\_\_ **TIME (24 HR):** \_\_\_\_\_ **STANDBY RR#:** \_\_\_\_\_  
*You are requested to STAND DOWN the resources indicated in relation to the RR# mentioned above, at the indicated date and time.*

**DEPLOYED TO -**

INCIDENT/ZONE NAME : \_\_\_\_\_ INCIDENT # : \_\_\_\_\_  
 REQUIRED ONSITE DATE/TIME: \_\_\_\_\_ CONTACT/CALL SIGN : \_\_\_\_\_  
 PH : \_\_\_\_\_  
 FINAL DAY OF WORK ONSITE/DATE: \_\_\_\_\_ (NOT APPLICABLE FOR CATERING)

*Resources are limited to 14 work days, days of only travel are not considered work days. The above date accounts for travel to the work site plus 14 work days, but NOT return travel.*

DIRECTIONS/COMMENTS:

**Travel days must not exceed 12 hours unless previous approval is provided by the Ministry.  
 Contact Fire Centre Dispatch via radio upon dispatch, designated intervals enroute and arrival at destination, if unsuccessful communicate by telephone. Refer to Personnel Manifest for phone numbers.**

ORDER DATE/TIME: \_\_\_\_\_ Logistics Officer: \_\_\_\_\_ Signature: \_\_\_\_\_

**CONTRACTOR SECTION**

**By signing below, I confirm the personnel and equipment being supplied meet the requirements of the applicable Agreement.**

REPRESENTATIVE NAME : \_\_\_\_\_ DATE/TIME: \_\_\_\_\_

REPRESENTATIVE SIGNATURE: \_\_\_\_\_ (ELECTRONIC SIGNATURE NOT ACCEPTED)