

The Vineyards of Amarillo
1102 Shiraz Blvd.
Amarillo, TX, 79124

CUSTOMER SERVICE REQUEST

OWNERS LAST NAME: _____

DATE CLOSED: _____

IMPORTANT

In order to attend the service calls of the new homeowners more systematically, this form must be used. Verbal messages or telephone calls will not be accepted. Requests for service in letter form will be acceptable.

Maintenance matters, which are the responsibility of the homeowners, will not be considered.

Please detail (in the blanks below) the nature of the item requiring attention.

PROJECT: _____ **SEQUENCE NUMBER:** _____ **LOT/BLKNUMBER:** _____

ADDRESS: _____

OWNER'S NAME: _____

DATE: _____ **TELEPHONE HOME:** _____ **BUS:** _____

IF YOU ARE NOT AT HOME, THE SERVICE PERSON MAY ENTER YES: _____ **NO:** _____

OWNER'S SIGNATURE

Retain the gold copy and send the remaining copies in the Customer Service envelope provided.

ABOVE WORK COMPLETED AS OF THIS DATE: _____ **BY:** _____

OWNER'S SIGNATURE

BY: _____
SERVICE REPRESENTATIVE