



**THE WEST AFRICAN EXAMINATIONS COUNCIL**

**PRIVATE MAIL BAG NO.1022, YABA-LAGOS**

**SERVICE REQUEST FORM**

**FROM:**.....

**TO: HEAD (MECHANICAL SECTION)**

COMPLETE IN DUPLICATE .....

**1. REQUEST FOR MECH. ENG. SERVICES**

Name of Officer: .....

Address/ Tel. No: ...../.....

Nature of Repairs: .....

.....

.....

Approval by the Officer's Head of Section/Dept: .....

Name & Signature: .....

**2. FOR OFFICE USE**

Instruction on the maintenance by the Head of Mechanical Section/Next Senior Officer

.....

Name of assigned Technician : .....

Materials required for the maintenance: .....

.....

.....

Supervisor: .....

Date maintenance commences: .....

Date of completion: .....

**CERTIFICATE OF JOB COMPLETION**

**NAME, SIGNATURE AND DATE**

Purchasing Staff : .....

Head of Mechanical: .....

User: .....