



## EUHSD SPECIAL REQUEST FOR WAREHOUSE SERVICES

Please click in each blue box below and complete requested information.

DATE:  SCHOOL SITE/DEPT.:

REQUESTOR NAME:

CONTACT PHONE NO.:

It is requested that Warehouse personnel provide for our site, the below noted request. Each request may take up to 5 business days to complete. Requests will be scheduled based on need and availability in schedule. Time sensitive requests will be handled on an individual basis.

Date Service is Needed:  Best Time:

**Describe the Request** (Example: Pick up, Move to another location, etc. Please be specific.):

**E-MAIL COMPLETED FORM DIRECTLY TO DISTRICT WAREHOUSE: [bcrawford@euhsd.org](mailto:bcrawford@euhsd.org)**

FOR WAREHOUSE USE ONLY

Completed: _____	
Date	Initials
Request #: _____	