**Work Request Form**

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| Requester Name |  |
| Date of Request  |  |
| Line Manager receiving Request |  |
| Commission/Committee/ Working Group |  |
| Strategic Development Plan Strategic Goal Ref:Business Plan Ref: that this request relates to |  |
| Task to be completed:  |  |
| Specific Measurables of Task |  |
| How much time should this task take? |  |
| Date Required |  |
| Name of Employee you are requesting complete this work |  |

The above request has been agreed and will be completed by (team member name) on or before xx date at xx time.

\_\_Please continue to liaise with me in relation to this task

\_\_Please liaise directly with xxx going forward in relation to this task on this occasion