

## LAUNDRY SERVICES REQUEST

WARD :		DAY :		DATE :		APPLICANT ( WARD)
<input type="checkbox"/> CURTAIN <input type="checkbox"/> WINDOW <input type="checkbox"/> BED <input type="checkbox"/> TOILET		<input type="checkbox"/> OTHER -----				
TYPE OF SERVICE : <input type="checkbox"/> NEW		<input type="checkbox"/> WASHING		<input type="checkbox"/> REPAIR		
NUMBER : -----		COLOR : -----				
NAME : -----		POSITION : -----				
EXT : -----		PAGER : -----		SIGN. : -----		
THIS PART FOR REPAIR & WASHING CURTAINS ONLY						HOUSE KEEPING
NUMER OF CURTAINS -----						
SUPERVISOR APPROVED NAME: ----- PAGER : ----- SIGN. : -----						
Received -----		<input type="checkbox"/> CURTAIN (S)		<input type="checkbox"/> OTHER -----		LOUNDRY
Received BY : -----				SIGN. : -----		
TAILOR'S SUP. : NEAMA YAMANI				SIGN. : -----		
CHIEF of LAUNDRY : MANAL AHMED HASSAN				SIGN. : -----		
RECEIVED BY : -----		DATE : -----		SIGN. : -----		

### NOTES :

- Tailor's Sup. Is Responsible for Determining the Date of Receipt of New Repaired Curtains .
- If washing curtains, Delivered clean curtains from the Contracted outside Laundry After 5 Days of Receiving the Dirty .