

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date CWO Request Submitted

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date Service Is Required

**COMMUNICATIONS WORK ORDER**

— PALM BEACH COUNTY —

COMMUNICATIONS DIVISION  
3323 Belvedere Road, Building 506  
West Palm Beach, FL 33406

**COMMUNICATIONS USE ONLY**

CWO# \_\_\_\_\_

CSO# \_\_\_\_\_

\_\_\_\_\_  
Name of Contact Person                      Requesting Office/Department/Division                      Division or Branch To Receive Service

\_\_\_\_\_  
Telephone Number of Contact Person                      LGFS Account Code (For Chargeback)                      Street                      Bldg/Rrn/Ste #

\_\_\_\_\_  
city                      Zip

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Authorized Office/Department/Division Signature                      Date

SPECIFICATION ONLY

**SERVICE REQUESTED**

ESTIMATE ONLY

TELEPHONE

ADD

MOVE

CHANGE

FEATURES

PLAN REVIEW

Telephone #(s) Involved: \_\_\_\_\_ PBC Property #'s Involved: \_\_\_\_\_

RADIO

INSTALL

REMOVE

CHANGE

PURCHASE

PLAN REVIEW

Equip. Asset # \_\_\_\_\_ Veh. Asset/Lic# (Before) \_\_\_\_\_ Veh. Asset/Lic# (After) \_\_\_\_\_

FIRE ALARM

NEW

REPLACE

CHANGE

MONITOR

PLAN REVIEW

AUDIO VISUAL

SETUP

MOVE

INSTALL

LOAN

PLAIN REVIEW

PAGER

NEW

CANCEL

REPLACE

LOST

STOLEN

VOICE

TONE (only)

TONE, (w/VRS)

DIGITAL(Pocket)

DIGITAL (Belt)

OTHER

DESCRIBE \_\_\_\_\_

\_\_\_\_\_  
ADDITIONAL INFORMATION

**COMMUNICATIONS USE ONLY**

\_\_\_\_\_  
Vendor Name                      Purchase Order #                      Vendor Name                      Purchase Order #

\_\_\_\_\_  
Due Date                      Order#                      Due Date                      Order #

\_\_\_\_\_  
Estimated Completion Date                      Estimated Cost                      Estimated Completion Date                      Estimated Cost

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Authorized Signature                      Date                      Assigned To                      By                      Date