

***NORTHBOROUGH FIRE DEPARTMENT
DETAIL REQUEST FORM***

Information of company requesting detail:

Name: _____
Address: _____

Phone: _____
Contact: _____

Location of detail:

Location name: _____
Address: _____

Date(s) of detail: _____
Time(s) of detail: _____
Number of hours per day: _____

Note: Please be aware that contactors and companies requesting a detail must schedule the detail twenty-four (24) hours in advance. Additionally, there is a four (4) hour minimum detail fee, with payment required twenty-four hours (24) in advance. Furthermore, if any scheduled detail is cancelled with less than four (4) hours' notice, said contractor or company will forfeit the fee for four (4) hours.

Signature (person requesting detail) _____ **Date:** _____

OFFICE USE ONLY:

Detail Payment Received: \$ _____

Received by: _____ **Date:** _____

Detail filled: Yes _____ No _____ **By:** _____

Scheduled Personnel: _____