



# IT Services Request Form

To request services from the Town of Friday Harbor System Administration Department regarding the Town information technology infrastructure users will use this request form ([http://www.fridayharbor.org/internal\\_forms.htm](http://www.fridayharbor.org/internal_forms.htm)). Please transmit the completed form to the Town System Administrator ([std@fridayharbor.org](mailto:std@fridayharbor.org)) to schedule assistance.

<b>Location, User name, extension number, email address</b>	
<b>Request / Error</b>	<b>Detail</b>
<b>Description of requested service</b> (please include detailed information)	
<b>Perceived Priority</b>	Low      Medium      High
<b>If applicable</b>	<b>Detail</b>
<b>Application that generated problem</b>	
<b>Actions leading to problem</b> (please include detailed information)	
<b>Data entered on page that problem occurred</b> (screenshot preferred)	
<b>Can you duplicate the error?</b>	Yes      No

Please copy and paste the screenshot(s) of the problem below