



## Work Order Request for Trees, Shrubs and Vegetation

Please use this form to submit your request for any maintenance work needed. This form may be found on our website at [www.cityofyazoo.org](http://www.cityofyazoo.org) or picked up at City Hall. Please fill out and submit to our Action Line Manager, Olivia McCoy, or call (662) 746-3211 for assistance.

Name \_\_\_\_\_ Date Requested \_\_\_\_\_

Address \_\_\_\_\_ Phone Number \_\_\_\_\_

\_\_\_\_\_

### Type of work needed

- Tree removal (if more than one, how many? \_\_\_\_\_)
- Dead limbs/dangerous branch removal
- Tree trimming
- Overgrown shrubbery or vegetation
- Other

### Where Located/Address:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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### (For Office Use Only)

Work order forwarded to: \_\_\_\_\_ Date Forwarded: \_\_\_\_\_

Action Taken: \_\_\_\_\_

Date work completed: \_\_\_\_\_

Signed by: \_\_\_\_\_

**(Please retain a copy for your records of work completed, and provide a copy to Olivia McCoy, the Action Line Manager, who will close the work order.)**

FORM CC-02

Office of the City Clerk, PO Box 689, 128 E Jefferson Street, Yazoo City, MS 39194 ♦ 662-746-1401 ♦ [yazooforms@yazoocty.ms.us](mailto:yazooforms@yazoocty.ms.us)