

RECREATIONAL SERVICES SPORT CLUB  
**LAUNDRY REQUEST FORM**

CLUB NAME: \_\_\_\_\_ MANAGER'S NAME: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_ E-MAIL: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_/\_\_\_\_/\_\_\_\_ TIME: \_\_\_\_\_ AM / PM STAFF INITIALS: \_\_\_\_\_

DATE REQUESTED: \_\_\_\_/\_\_\_\_/\_\_\_\_ *Circle Day Requested Below*

DAY: MONDAY TUESDAY WEDNESDAY THURSDAY FRIDAY SATURDAY SUNDAY

TIME NEEDED: \_\_\_\_\_ AM / PM

Special notes: \_\_\_\_\_  
\_\_\_\_\_

NOTES: Club Managers are expected to provide a reasonable amount of time for completion of this laundry request; a minimum of forty-eight (48) hours is required when making the request.

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- STAFF USE ONLY -

Date Completed: \_\_\_\_\_ Time Completed: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

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NOTES: Club Managers are expected to provide a reasonable amount of time for completion of this laundry request; a minimum of forty-eight (48) hours is required when making the request.

Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- STAFF USE ONLY -

Date Completed: \_\_\_\_\_ Time Completed: \_\_\_\_\_ Staff Initials: \_\_\_\_\_