Service request

Organisation	[Your company name]
Date raised	[Date]
Reference	[Reference]

The request

Request	[Request]
Department	[Department]
Priority	[Priority]
Needed by	[Delivery date]
Where the work is needed	[Location]

Details of the work

[Description]

Why it is needed	[Why it is needed]
Anything else we should know	[Anything else we should know]

Cost

Estimated cost, excluding VAT	[Value]
Cost centre	[Cost centre]

The work must not start, and no order may be placed, until the budget holder has approved this request. If the cost is likely to be more than the estimate, a new approval is needed before the extra is spent.

[Note: If the work will be done by an outside supplier, raise a purchase order once this request is approved, and check whether your purchasing procedure needs quotes above a certain value.]

Requested by

Signature _____

Name _____

Date _____

Budget holder's approval

1. I confirm that there is budget available for this work in the cost centre above: ☐
2. Approved to proceed: ☐
3. Declined: ☐

Comments	[Approver's comments]

Approved by the budget holder

Signature _____

Name _____

Position _____

Date _____

About this template

A starting point to adapt, not legal advice. The law differs between England and Wales, Scotland and Northern Ireland, and it changes: check this fits your situation, and take legal advice for anything significant. Replace each [placeholder] in violet, follow or delete each [Note], then delete this box. Last reviewed October 2026. Send it for signature with Sign2Approve: sign2approve.com/templates/service-request