



# NORTHBOROUGH POLICE DETAIL REQUEST FORM



VENDOR: \_\_\_\_\_

REQUESTING PARTY: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

DATE AND TIME OF REQUEST: \_\_\_\_\_

BILLING ADDRESS: \_\_\_\_\_

Email address: \_\_\_\_\_

DATE/TIME OF DETAIL: \_\_\_\_\_ Number of Officers \_\_\_\_\_

LOCATION: \_\_\_\_\_

## **2 HOUR MINIMUM NOTICE FOR CANCELLATION**

Failure to give 2 hours notice of cancellation will result in a fee of \$192.00 (equal to the 4 hour minimum detail)

## **DETAIL RATES = \$48.00 hourly & \$72.00 overtime**

<b>HOURS</b>	<b>Rate</b>	<b>Total</b>	<b>10%Admin Fee</b>	<b>Total</b>
4hrs	48.00 X4	192.00	19.20	211.20
8hrs	48.00 X8	384.00	38.40	422.40
9hrs	48.00 X8 & 72.00 X 1	456.00	45.60	501.60
10hrs	48.00 X8 & 72.00 X 2	528.00	52.80	580.80

## **FOUR HOUR MINIMUM FOR ALL DETAILS – AFTER FOUR HOURS = EIGHT HOUR MINIMUM**

REQUEST RECEIVED AFTER BUSINESS HOURS: SGT/ OIC TO FILL DETAIL: \_\_\_\_\_

DATE & TIME FILLED: \_\_\_\_\_ OFFICER ACCEPTING: \_\_\_\_\_

NO ACTION TAKEN. REQUEST FORWARDED TO KAREN TO POST / FILL: \_\_\_\_\_