



NORTHBOROUGH POLICE DEPARTMENT

211 Main Street
Northborough, MA 01532



Phone: 508-393-1515
Fax: 508-393-1521

DETAIL REQUEST FORM

VENDOR: _____ DATE / TIME OF REQUEST _____

REQUESTING PARTY: _____ PHONE #: _____

BILLING ADDRESS: _____

EMAIL ADDRESS: _____

DATE OF DETAIL: _____ TIME: _____

OF OFFICERS: _____ CRUISER REQUESTED: Y / N

LOCATION: _____

FOR REQUESTS RECEIVED OUTSIDE BUSINESS HOURS:

SGT/OIC TO FILL DETAIL: _____ DATE/TIME FILLED: _____

OFFICER ACCEPTING: _____

NO ACTION TAKEN - REQUEST FORWARDED TO KAREN TO POST / FILL:

2 HOUR MINIMUM NOTICE FOR CANCELLATION

FAILURE TO GIVE 2 HOUR NOTICE OF CANCELLATION WILL RESULT IN A FEE OF \$224 (EQUAL TO THE 4 HR MINIMUM DETAIL)

DETAIL RATES = \$56/HOUR, \$84/HR OVERTIME

4 HOUR MINIMUM FOR ALL DETAILS (AFTER 4 HOURS = 8 HR MINIMUM)

HOURS	RATE	SUBTOTAL	10% AD	TOTAL
UP TO 4H	\$56 X 4	\$224.00	\$22.40	\$246.40
8H	\$56 X 8	\$448.00	\$44.80	\$492.80
9H	\$56 X 8 + \$84 X 1	\$532.00	\$53.20	\$585.20
10H	\$56 X 8 + \$84 X 2	\$616.00	\$61.60	\$677.60