



## FLAGGING REQUEST FORM

**To be completed by FWWR**

Job name	
Sub/M.P.	
TWC or Restricted?	
FWWR Job Number	
Brief Description	
Est. calendar duration	
Agreement name, parties, effective date	
CSJ if applicable	

**For questions, scheduling, and cancellation:**

Cancellations must be made by phone (no voicemail) **24-hours in advance**.

Larry Hopkins  
National Railroad Safety Services  
(m) 214.417.7400, (o) 817-275-6777  
Submit form by email to: Bill Parker, Dir.  
Planning, wrp@fwwr.net

**Current flagging information**

- Flagger required when **within 25' of center line of track** with men, material or equipment
- Flagger may be required at any time work is performed by a third party in FWWR right-of-way
- \$140.00/hour, eight-hour minimum per day = STANDARD RATE
- Terms: Net 30 days, outstanding balances after 30 days will be charged a \$25 dollar late fee and finance charge of 1.5% per month.
- Requesting party shall be liable for all attorney fees and costs necessarily incurred to collect overdue amounts
- Flagging day (8-hour minimum) includes travel time, job briefing time, flag set up time
- Rates include all applicable taxes; flagging billable monthly, Net 30 basis, *billed per project agreement*
- \$210.00/hour (1-½ time) from eight to twelve hours = OVERTIME RATE
- Projects with a flagging day up to 12 hours per 24-hour period require a single flagger\*
- Projects with a flagging day from 13 to 16 hours per 24-hour period require two eight-hour flagger shifts
- Projects with a flagging day from 16 to 24 hours per 24-hour period require three eight-hour flaggers shifts
- Flagging should be scheduled no less than 10 days in advance
- Cancellations must be made by phone (no voicemail) 24-hours in advance

**To be completed by Requestor**

\*\*\*\*\***MUST COMPLETE "BILL TO PARTY" OR REQUEST WILL BE DENIED**\*\*\*\*\*

Company Name	
Contact Name/Title	
Phone numbers	
Email Address	
Fax Number	
Mailing Address for Invoices, This the <b>"BILL TO PARTY"</b>	
Brief Description of Planned Work. Note portions within 25' of center line. Recommend attaching exhibit with submittal of this form.	
R.R. M.M. or Xing	
Estimated Duration	
Is T.R.O.E. done ?	