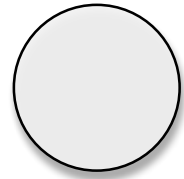


# WORK REQUEST FORM

Department of Mechanical Engineering Machine Facility  
University of Victoria



Project Description: \_\_\_\_\_ Project Number \_\_\_\_\_

Client: \_\_\_\_\_ Research Account # \_\_\_\_\_ Date Submitted: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Location \_\_\_\_\_ Phone \_\_\_\_\_

Please attach appropriate drawings.

----- Below to be completed by the Machinist -----

**Cost Estimates** – Machinist: Rodney Katz, Ken Begley, other (tick off)

Labour \_\_\_\_\_ hours at \$ 30 /hour = \$ \_\_\_\_\_ + Materials \$ \_\_\_\_\_ Total \$ \_\_\_\_\_

Approval to go head given on date: \_\_\_\_\_ By \_\_\_\_\_

Date Started (MM/DD/YY) \_\_\_\_\_ Date Completed (MM/DD/YY): \_\_\_\_\_

List of materials used	\$\$
Hours of labour spent on the project:	
x \$30 =	
TOTAL =	

Project completed form received by Lab Manager (MM/DD/YY) \_\_\_\_\_ Account charged date \_\_\_\_\_