

# Columbia University

## Physics Instrument Machine Shop Service Request Form

*This form is to be used to request services provided by The Department of Physics Instrument Machine Shop only located at 1126 Pupin Hall.*

<b>Requesting Department</b>	<i>20 Characters Maximum</i>	<b>Work Order Number</b>	
<b>Date/Department</b>	<i>Date</i>	<i>Department No.</i>	
<b>Estimate</b>	<i>Check Yes</i>	<i>Check No</i>	<i>Fax Number</i>
<b>Person to contact about requested service.</b>	<i>Name</i>		
<i>Phone No.</i>		<i>Address</i>	
<b>Send Final Bill To:</b>	<i>Name</i>	<i>Address</i>	
<b>Person Authorizing Dept. To Be Charged:</b>	<i>Print</i>	<i>Signature</i>	
<b>Complete Description of Machine Shop Services Requested</b> (IF SPACE BELOW IS NOT ENOUGH, PLEASE ATTACH SEPARATE SHEET.)		<b>Estimate</b>	<b>Final Cost</b>
<b>Estimate Approved By: (Signature)</b>		<i>Total Estimate</i>	
<b>Debit Account</b> (Must be 10 Digits)	<b>Date Required</b>	<b>Total Billed Amount</b>	
<b>REQUESTING DEPARTMENT - THIS IS THE ESTIMATE YOU REQUESTED. IF SATISFACTORY, PLEASE SIGN IN THE "ESTIMATE APPROVED BY" SPACE PROVIDED AND RETURN TO THE ESTIMATOR IN 1126 PUPIN. WORK WILL NOT PROCEED UNTIL COPY IS RECEIVED. ESTIMATE IS VALID FOR 60 DAYS ONLY. IF YOU HAVE ANY QUESTIONS, PLEASE CONTACT THE ESTIMATOR IN 1126 PUPIN OR CALL AT (212) 854-3254.</b>			