WORKSHOP USE ONLY	QUOTE	UNSW – FACULTY of SCIENCE **JOB REQUEST FORM**	WORKSHOP USE ONLY
JOB #	QUOTATION #	**Lower Campus Workshop Contacts:** **Pritipal Baweja** **Mechanical Workshop**– Ext 54655 E: baweja@unsw.edu.au **Ping Lau Electronics** – Ext 54548 E: p.lau@phys.unsw.edu.au	TOTAL HOURS:
DATE IN:	DATE:		DATE STARTED:
DATE OUT:	QUOTATION VALID FOR 30 DAYS		INITIALS OF TRADESMAN:

	Name of Apparatus	Quantity Required:

Required for: ❒ Teaching ❒ Research ❒ Demonstrations ❒ Repairs ❒ Maintenance ❒ Honours Projects ❒ Post Graduate Students ❒ External Customer

Requested by: **Given Name**	**Family Name**	**Faculty**	**School**	**Building:**	**Room:**	**Email:** **@unsw.edu.au** **@student.unsw.edu.au** **@unsw.edu.au**	**Mobile** **UNSW Ext:**

DATE REQUIRED (IF Urgent Job	NOTE: ALL EFFORTS WILL BE MADE TO MEET THIS DATE	**UNSW NS Financial Chart Field Details**	
		Fund #	
When submitting a job to workshop: 1. Clear Sketches and/or drawings are to be supplied in space provided, on the reverse of this form or on a separate sheet. 2. Attach relevant documents/drawings to this form.		**Department ID**	
		PROJECT #	

PLEASE PROVIDE LEGIBLE SKETCHES WITH DIMENSIONS IN MILLIMETERS or DETAILS/DESCRIPTION OF JOB REQUIRED.

Have you been satisfied with work performed by the Faculty of Science Workshops previously? Please circle.

YES	**NO**

COMMENTS

NOTE: The Faculty Workshop has undertaken a risk assessment for the production of the job requested above. No risk assessments have been made for the use of the item/items requested. The job requester is responsible for all necessary risk assessments/safe working procedures for the safe use of the item/items supplied prior to its use.	**The person who has submitted this job request (or their supervisor) will be notified of its completion. The person collecting this job is asked to sign & date in the space provided that the job has been collected and to the best of their knowledge has been manufactured as per the job request.**
Submitting Supervisors Name:	**Please sign ONLY when Collecting job. (see above)**
Signature:	**Name:**_____**Signature:**_____**Date:**_____