



Project Request Form

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Project Requirements:

- Detailed Project Information, Approved Drawings/CAD Definition, Compensation & Materials (some may be available in shop)

Project Information:

Project Name:

Request Date:

Requested Due Date:

Project Description:

Billing Information:

Customer Name:

P.I. (or) Advisor:

Phone No.:

WSU Dept.:

Account Codes - FUND: _____ ORG: _____

Shop Estimate/Quote:

Hours:

Materials: \$

Cost Estimate: \$

(or) Firm Quote: \$

Completion Date:

WSU P.I. (or) Advisor Approval:

Signature: _____

Date: _____

Research Machine Shop (RMS) - Project Summary:

RMS Staff:

Labor Hours:

Completion Date:

Costs - Project: \$

Labor: \$

Components: \$

Materials: \$

Total Cost: \$

Customer Acceptance - Project Accepted by:

Signature: _____

Date: _____