

Work Request

To submit a work request, **first** save this blank form to your computer, **next** complete this form, save again, and **send** to bsb_machineshop@baylor.edu. You must fill out all items, or your **request will not** be completed. Handwritten forms will not be accepted.

Information

Full Name: _____ Date: _____
Last *First*

Supervisor/PI _____ Department: _____

Funding Source Departmental Research Other Requestor Classification: Undergraduate Graduate Faculty

Phone: _____ Email: _____

Building/Room # (if other than shop) _____

Type of Service(s) Required: Fabrication (welding, assembly, etc.) Machining Mechanical Repair Other:

Give a description of the work requested. Please provide a blueprint and part CAD file if available. A hand drawn sketch is also permissible. Material should be provided before work begins.