

# DESIGN JOB REQUEST FORM

Phone \_\_\_\_\_ Date Submitted \_\_\_\_\_ Date Due \_\_\_\_\_ Submitted by \_\_\_\_\_ Job# \_\_\_\_\_

Index Code \_\_\_\_\_ Dept. \_\_\_\_\_ Chairperson's Signature \_\_\_\_\_

Description \_\_\_\_\_ Mounted? \_\_\_\_\_

Quantity \_\_\_\_\_ Deliver to \_\_\_\_\_

INVENTORY	Laser copies, board, carrying cases			Billed	Amount

COMMERCIAL CHARGES	Vendor	Invoice#	Other info.	Billed	Amount

LABOR	Designer	Billing Period	Hours	Billed	Amount

MONTHLY STATEMENT	Inventory	Commercial	Labor	Billed	Total

Monthly charges reflect the charges for this month only. Total cost and value to date can be determined by adding each month's figures.