

**Physics Machine Shop  
Job Form**

**Notice: All jobs/projects will be completed on a first come, first served basis and any priorities will be established by the machine shop committee.**

**Date submitted:** \_\_\_\_\_

**Date completed:** \_\_\_\_\_

**Time Spent:** \_\_\_\_\_

**Job assigned to:** \_\_\_\_\_

**Job Title / Description:** \_\_\_\_\_

\_\_\_\_\_

**Submitted by:** \_\_\_\_\_ **Dept.** \_\_\_\_\_

**Account to be charged (if applicable):** \_\_\_\_\_

**Phone #** \_\_\_\_\_ **E-mail** \_\_\_\_\_

**Prints and or specifications provided by:** \_\_\_\_\_

**Comments:** \_\_\_\_\_

\_\_\_\_\_

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By signing below I certify that the job/project documented above has been completed to my full satisfaction. I also declare that any further action required by the shop in relation to this completed job/project will be considered a **new** job and will have to follow the established order of pending jobs as set by the shop and shop committee.

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**