



## Mechanical Workshop Order Form

<b>A) Requestor detail</b>			
Part Name:			
PI Name*:			
Name of Requester*:			
Contact Number*:			
Email Address*:			
Submitted Date*:			
PI Approval*:			
<b>B) Charging Account And Approval</b>			
Charging Account No*			
Account Approval Signature			
Details of Drawing <sup>2*</sup> :			
Remark:			
Received By:		Date collected:	Quantity:
<b>C) For Mechanical Workshop Use</b>			
Cost <sup>1</sup> :	Material Cost:	Man-Hours Cost:	Total Cost:

\*To be filled in by requester

<sup>1</sup>Cost is based on program machining time

<sup>2</sup>Please append additional drawings behind