

**Physics Electronics 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 shop engineer.

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: _____

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