



# Machining and Technical Services

## Service Request Form

Clemson University – College of Engineering and Science

Job #	
Date	

Department

Project Name

Account #

Department Reference #

23 Digits

XXXX - XX - XXXX - XXX - XXX - XXXXXXXX  
ACCT - FUND - DEPT - PROGRAM-CLASS-PROJECT

Faculty Signature

Phone/Email

Faculty Print

Student/Staff

Phone/Email

Detail Description \_\_\_\_\_  
\_\_\_\_\_

**NOTICE**

CONTAINS SENSITIVE OR EXPENSIVE MATERIAL

CONTAINS HAZARDOUS MATERIALS (PROVIDE MSDS)

\*MTS will not be responsible for damages to sensitive material or components that are not brought to our attention when the work request is submitted

**DO NOT WRITE BELOW THIS LINE – FOR MTS ONLY**

MTS Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Item	lbs	Unit Price	Amount
MTS Purchased Supplies <i>off requisition sheet</i>			
Mild Steel			
Aluminum			
Brass			
Copper			
Stainless			
Other			

Total Materials

Date Completed	
Time Worked	
Technician	
Approved By	
Approved Date	

	Hours	Internal Rate	External Rate	Amount
Labor Hours				
Priority Rate				
EDM Hours				
Laser Welding				
3D Scanning				

Total Labor

IDO Journal #

Fund	Project Number	Total Charges