



Technical Services
 B36 Webster Physical Science
 Washington State University
 Pullman, Washington 99164-2801
 (509-335-1567 FAX: (509) 335-3836

- Instruments** 335-1196
- Electronics** 335-1106
- Graphics** 335-1817
- Software** 335-5081
- Media Center** 368-7777

JOB NUMBER

/10

CUSTOMER INFORMATION

Customer _____
 Phone Number _____
 E-mail Address _____
 Principal Researcher _____
 Department _____ Zip _____
 Date In _____ Date Completed _____

- IRI
- P.O.
- Blanket
- Cash/Check
- Split Coding

Prog. Budget Project Obj. Sub Dist. (% or \$)

Authorized Signature _____

Dept. Req. #

OFFICE USE ONLY

Labor Hours _____
 Labor Cost _____
 Materials Cost _____
 Service Charge _____
 Shipping _____
 Admin. Charge _____
 Tax or Misc. _____

Total Billing \$

Job Description: _____

Notes:

Billing Category	Date	Employee	Hrs.	Qty.	Material Description	Price
<input type="radio"/> In-Division						
<input type="radio"/> Student						
<input type="radio"/> Out-of-Division						
<input type="radio"/> Outside Campus						
<input type="checkbox"/> Send Cust. Form						
<input type="checkbox"/> No Charge						
<input type="checkbox"/> Labor as Materials						
Check Number <input style="width: 100px;" type="text"/>						
Cash Sales Receipt # <input style="width: 100px;" type="text"/>						
BILLED DATE <input style="width: 100px;" type="text"/>						
			Total Hours:		<input style="width: 100px;" type="text"/>	
					Total Cost of Materials:	