**INEX / nanoLAB**

**Work Request Form**

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| --- |
| **Section A: User Details *(completed by customer/user)*** |
| **Contact Name** |   | **Project Title**  |  |
|  **Email Address** |   | **Job Role &****School**  |  |
| **Request Date**  |   | **Contact Number**  |  |
| **/Section B: Project Details** ***(completed by customer/user)/*** |
| **Please outline your project. Make sure to include the following:*** Process specifications
* Substrate materials
* Quantitative details e.g. feature sizes, etch depths, layer thickness etc…
 |           |
| **Name & department of** **Principal Investigator (PI)**  |   |
| **Please provide an NCL cost centre (even if there is no material cost, we must have a cost centre to assign work to)** | O\*\*/0\*\*/S\*\*\*/1\*\*\* |
| **Section C: Project Acceptance *(completed by INEX)*** |
|  **Project Accepted (Y/N)** |  | **Date Accepted** |  |
| **Engineer Name** |  |
| **Reason given if project not accepted** |  |
| **If required, date of User visit to INEX for further discussion**  |  | **Work schedule date (approx.)** |  |

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| **Section D: Project Costing *(completed by INEX)***  |
| **Outcome of meeting (if required)**  |  |
| **Total Cost of work:****- Labour Cost****- Materials Cost**  |  |
| **INEX Project Reference**  |  |
| **Section E: Approval *(completed by Newcastle University)***  |
| **Approved** (Y/N) |  |   |  | **Date** **Approved**  |  |
|  |
| **Approver Name**  |  |
| **NanoLAB Project ID** |  |

 **NOTES**

**Please see PAGE 3 below for workflow details.**

1. Section B: Please ALWAYS include a Newcastle University cost centre. Even if there is no material cost, we must have a cost centre to assign work to.
2. Section A & B: when completed, please email the form to enquiries@inexmicro.com to obtain costing information.

**INEX / nanoLAB**

**Work Request & Approval Process**

**Customer/User:**

Complete the Work Request Form (WRF) and email to enquiries@inexmicro.com to obtain quotation

**INEX**:

Review work request form and return to User with quote

**Customer/users should note**: if work does not go ahead but exceed 1 hour consultancy time, INEX reserves the right to invoice for engineer consultancy time.

**Customer/User:**

If user accepts quote, user should send approved quote and form to nanoLAB@ncl.ac.uk and Anthony O'Neill anthony.oneill@newcastle.ac.uk for nanoLAB approval

**Customer/users should note**: if nanoLAB do not approve costs, they will contact the user and INEX to discuss other options.

**nanoLAB:**

If nanoLAB accepts quote, nanoLAB will sign/approve and email form back to customer/user and INEX

**Customer/User:**

User to email INEX enquiries@inexmicro.com to schedule work and track work progress. **DO NOT** email engineers individually in case of absence or holidays.