INEX / nanoLAB
Work Request & Approval Process

Customer/User:

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

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INEX:

Review work request form and return to User with quote

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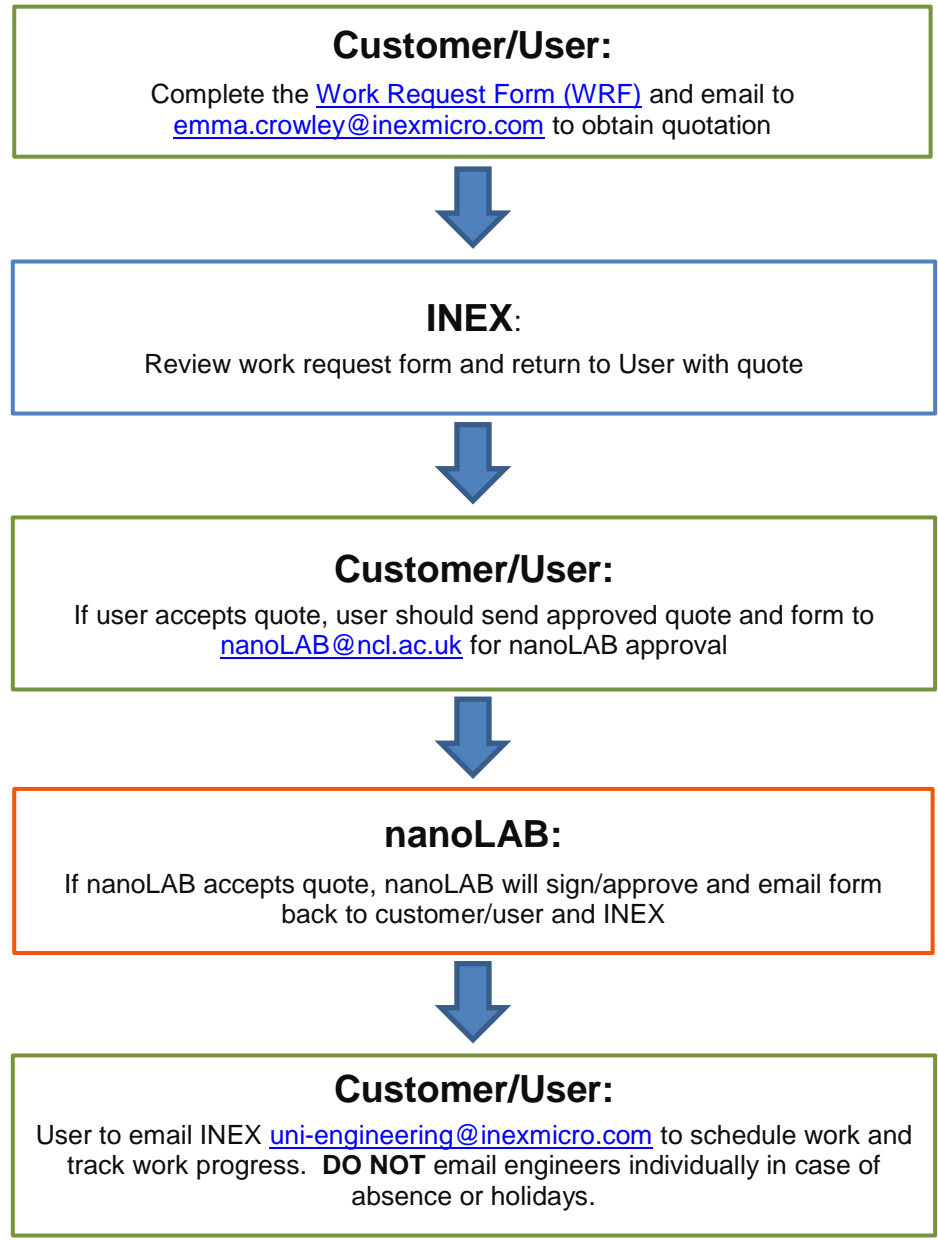
Customer/Users should note: if work does not go ahead but exceeds 1 hour consultancy time, INEX reserves the right to invoice for engineer consultancy time. ⬅

Customer/User:

If user accepts quote, user should send approved quote and form to
nanoLAB@ncl.ac.uk for nanoLAB approval

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nanoLAB:

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

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

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Customer/User:

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

nanoLAB