**IME Recharge Center**

**Work Order Form**

**Work Order Tracking #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Job Type: NDSU Dept. \_\_\_\_\_\_\_\_ Student Org. \_\_\_\_\_\_\_\_ Outside NDSU (Auxiliary) \_\_\_\_\_\_\_\_\_**

**Name of individual requesting service: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Individual/Department/Company to be charged: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fund #: \_\_\_\_\_\_\_\_\_\_ Department #: \_\_\_\_\_\_\_ \_\_ Program: \_\_\_\_\_\_\_\_ Project: \_\_\_\_\_\_\_\_\_\_\_\_**

**Approved by (signature needed): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Billing or campus mail address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Telephone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Description of work needed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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Materials Estimate: $\_\_\_\_\_\_\_\_\_\_\_\_ Unit Charge Estimate: $\_\_\_\_\_\_\_\_\_\_\_\_\_

TOTAL Project Estimate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**IME Recharge Center rates (effective July 1, 2019):**

NDSU Rates:

*Welding unit (W) $2.53/hr*

*Machining & fabrication unit (M) $2.20/hr*

Off-campus (Auxiliary) rates:

*Welding unit (W) $45/hr*

*Machining & fabrication unit (M) $45/hr*

**Detail of Costs:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **Unit** | **Start Time** | **Stop Time** | **Total Time** |
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Total # of hours for welding unit: \_\_\_\_\_\_\_\_ x $\_\_\_\_\_\_\_ per hour = $\_\_\_\_\_\_\_\_\_\_

Total # of hours for machining/fabricating unit \_\_\_\_\_\_\_\_ x $\_\_\_\_\_\_\_ per hour = $\_\_\_\_\_\_\_\_\_\_

**Total unit charges:**  $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Materials purchased- if any – invoices attached): Price:

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

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

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

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

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

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

Subtotal: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Unit total from above: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**GRAND TOTAL: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**