

Macquarie Engineering & Technical Services (METS)
SERVICE REQUEST

Office or Division/Department:	<input style="width: 100%;" type="text"/>
Intra-Dept. Section (Optional):	<input style="width: 100%;" type="text"/>

Dept. specified categories, e.g. Admin., Teaching, Project X etc.

Client Ref. <input style="width: 80%;" type="text"/>	Date <input style="width: 80%;" type="text"/>	Date Req'd. <input style="width: 80%;" type="text"/>
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"ASAP" is not acceptable

Client Name	<input style="width: 100%;" type="text"/>		
Phone	<input style="width: 80%;" type="text"/>	Email	<input style="width: 100%;" type="text"/>
Fax	<input style="width: 80%;" type="text"/>	Alternate contact name & number (optional):	
Bldg, Room	<input style="width: 80%;" type="text"/>	<input style="width: 100%;" type="text"/>	

Account to be charged (Labour)	Name:	<input style="width: 95%;" type="text"/>
	Number:	4 8 1 3
Account to be charged (Materials)	Name:	<input style="width: 95%;" type="text"/>
	Number:	4 8 0 1

Job Description:	<i>(if repair, please give details of make/model and plant number)</i>
<input style="width: 100%; height: 100%;" type="text"/>	

Request authorised by:	<input style="width: 100%;" type="text"/>
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Please use separate forms for unrelated items.
Please use METS Engraving/Signage Request form (*available at <http://www.mets.mq.edu.au>*) if appropriate.

Fax to x7196 or mail to the Manager METS, Building F9B