**INEX / nanoLAB**

**Work Request Form**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **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.)** | |  |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **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](mailto: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](mailto: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](mailto:nanoLAB@ncl.ac.uk) and Anthony O'Neill [anthony.oneill@newcastle.ac.uk](mailto: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](mailto:enquiries@inexmicro.com) to schedule work and track work progress. **DO NOT** email engineers individually in case of absence or holidays.