

**Physics Technical Services  
Service Order Request**

Customer Number

SO Number (from FIS)

Grant Holder \_\_\_\_\_

Title (40 char., appears on account statement)

Authorization (signature) \_\_\_\_\_

Submitted By \_\_\_\_\_

Email (optional) \_\_\_\_\_

Submitted Date \_\_\_\_\_

Fund Centre: \_\_\_\_\_

Fund: \_\_\_\_\_

Cost Center or Internal order: \_\_\_\_\_

Labour (hrs) Estimate \_\_\_\_\_

Rate \_\_\_\_\_

Labour Estimate \_\_\_\_\_

Materials Estimate \_\_\_\_\_

Contingency \_\_\_\_\_

Description of Work

Completion Date \_\_\_\_\_

Received by \_\_\_\_\_

Release date \_\_\_\_\_