



Cape May County Technical School

188 Crest Haven Road, Cape May Court House, NJ 08210

PH: (609) 380-0200

FX: (609) 465-3069

Jamie Moscony, Superintendent

Lauren Flynn, Business Administrator / Board Secretary

WELDING SERVICE REQUEST FORM

Disclaimer: I request permission to bring equipment to the Cape May County Technical High School's Welding department to be serviced, repaired, modified, or inspected. Students and employees may work with the equipment listed below at my risk. I understand and agree that Cape May County Technical High School is not responsible for any loss to the equipment by fire, theft, vandalism, collision, improper or poor workmanship, or for any cause whatsoever.

I also agree to the following three conditions:

1. That a 10% service charge will be attached to the parts bill which in turn will be used in the operation of the school,
2. I will agree to pay in full the bill presented by Cape May County Technical High School prior to removing the equipment from the school and
3. I agree to allow equipment to be inspected by security.

Instructions: (1) Approved & signed by Welding Instructor. (2) Provide signed form and the following documents to the Vice Principal for approval: current/valid Proof of License, Insurance and Registration (when applicable).

I have read and agree to all of the above conditions:

Owner Signature		Date	
Parent / Guardian (if not the owner)		Date	
Instructor		Date	
Vice Principal		Date	

Owner Information:

Owner Name	Owner Address	Owner Phone

Equipment Information:

Equipment Description

Work Request:

Date Work to be Started	Date Work to be Completed	Requested By
Service Instructions		



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Work Request:

Service Order Number	Date Serviced	Serviced By
Description of Work Performed		

Parts & Materials:

Part Number	Description of Part / Material	Unit Price	Quantity	Total
Subtotal				
Total Parts & Materials				

Customer Signature		Date	
Payment Received By		Date	