FILL OUT THE FOLLOWING TO PLACE AN ORDER THROUGH MATERIALS STORES

# (FOR ORDERS LESS THAN $3,500.00 CANADIAN, INCLUDING SHIPPING AND TAXES

# – ORDERS GREATER THAN $1,000.00 REQUIRE APPROVAL FROM FACULTY SUPERVISOR)

PLEASE PRINT

|  |  |  |
| --- | --- | --- |
| **YOUR NAME** | **YOUR EMAIL (OR PHONE)** | **YOUR SUPERVISOR’S NAME** |
|  |  |  |

1ST ORDER:

|  |  |  |
| --- | --- | --- |
| **VENDOR (COMPANY)** | **SPEEDCHART**  | **DATE** |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM DESCRIPTION** | **PART # OR CATALOGUE # (NOT CAS #)** | **UNIT** | **QTY** | **~PRICE EACH** |
|  |  |  |  |  |
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EXAMPLE:

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| --- | --- | --- | --- | --- |
| **What you are ordering\Model\Dimensions** | **1234-56** | **EACH;pk/10** | **1** | **~ $1.23** |

2ND ORDER:

|  |  |  |
| --- | --- | --- |
| **DIFFERENT VENDOR**  | AND/OR | SPEEDCHART  |
|  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **ITEM DESCRIPTION** | **PART # OR CATALOGUE # (NOT CAS #)** | **UNIT** | **QTY** | **~PRICE EACH** |
|  |  |  |  |  |
|  |  |  |  |  |
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