|  |  |
| --- | --- |
| User name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Supervisor or budget holder: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Contact email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Objective of the 3D printing? Tick ONE only.* Capstone project
* Final year project
* Research project
* Joint research project
* Others. (e.g. not for mech. engineering).

Account code for the job: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | (This form is for MECH Engineering Department only) |
| Which 3D Printer to use?. |  |
|  |  |
| Built material type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Secondary built material type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Support material type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_File format of 3D models: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_X-Y-Z dimension of 3D models: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| Has similar print job been done before? YES / NOIf YES, the job number of the similar print job is : \_\_\_\_\_\_\_\_\_\_  |   |
| **To be filled by user** | **To be filled by technical staff** |
| If user has problem about the job registration. Please contact our Technical Staff or Engineering Manager. |
|  |
| Job number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ /\_\_\_\_ | Technical staff in charge: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Date of job confirmed : \_\_\_\_\_\_\_\_\_\_\_\_\_ | Expected date of job completion : \_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |  |
| --- | --- | --- |
| **Details of the 3D printing job # \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | **Cost implication** | **Checked by** |
| Preprocess time (hr): \_\_\_\_\_\_\_\_Post process time (hr): \_\_\_\_\_\_\_\_ |  |  |
| Primary material weight (g): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Secondary built material weight (g): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Support material weight (g): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Waste material weight (g): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |   |  |
| Machine time (hr): \_\_\_\_\_\_\_\_\_ |   |  |
| Use of Gas for metal printer YES or NO |   |  |
| **Total amount:**  |  |  |
|  |  |  |
| To: Department of Mechanical Engineering The above total amount for the 3D printing job will be charged to the following account no. : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.  |
|  | Date: |  |
| **Name** & **signature** of budget holder |  |  |
|  |  |  |
| To: Finance and Enterprises OfficePlease charge the above account and credit to our account: **291450000.914500.14500.400.01**. |
|  | Date: |  |
| Professor Dennis Y. C. LeungHead, Department of Mechanical Engineering |  |  |

To: Mechanical Engineering Department

The part/parts for the 3D print job (No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) has/have been received.

|  |  |  |
| --- | --- | --- |
|  | Date: |  |
| **Name** & **signature** of user |  |  |