|  |  |  |  |
| --- | --- | --- | --- |
| 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 / NO  If 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 : \_\_\_\_\_\_\_\_\_\_\_\_\_ | |

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| --- | --- | --- | --- | --- | --- |
| **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 Office  Please charge the above account and credit to our account: **291450000.914500.14500.400.01**. | | | | | |
|  | | Date: | |  | |
| Professor Dennis Y. C. Leung  Head, 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 |  |  |