<table>
<thead>
<tr>
<th>The University of Memphis - Request for Information or Design Services</th>
<th>Campus Planning and Design Use Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>To: Campus Planning and Design</td>
<td>Job Number</td>
</tr>
<tr>
<td>From: Department Name</td>
<td>Est. Labor</td>
</tr>
<tr>
<td>Dept. Address</td>
<td>CPD Rep.</td>
</tr>
<tr>
<td>Work Location (room number and building name)</td>
<td>Account Number</td>
</tr>
<tr>
<td></td>
<td>Check (X) if an estimate is requested&gt;</td>
</tr>
<tr>
<td>Requesting Dept Administrative Contact</td>
<td>Phone Number</td>
</tr>
<tr>
<td></td>
<td>Fax Number</td>
</tr>
<tr>
<td>Contact Person for Job or Service</td>
<td>Phone Number</td>
</tr>
<tr>
<td></td>
<td>Fax Number</td>
</tr>
<tr>
<td>Complete Description of item or service requested:</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Material</td>
</tr>
<tr>
<td></td>
<td>Labor</td>
</tr>
</tbody>
</table>

Send completed form to Campus Planning and Design, 309 Physical Plant Bldg or FAX to 678-4181