

<b>The University of Memphis – Request for Information or Design Services</b>				<b>Campus Planning and Design Use Only</b>	
To: Campus Planning and Design				Job Number	
From: Department Name	Dept. Address			Est. Labor	CPD Rep.
Work Location (room number and building name)	Account Number	Check (X) if an estimate is requested>>>		Est. Material	Estimator
Requesting Dept Administrative Contact	Phone Number	Fax Number		Total Estimate	Est. Date
Contact Person for Job or Service	Phone Number	Fax Number			
<b>Complete Description of item or service requested:</b>				<b>Material</b>	<b>Labor</b>
<hr/> <b>Authorized Signature</b> _____					
<b>Date</b> _____					

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