Customer entries in black, Workshop entries in blue, Coordinator entries in green

\_\_\_\_\_\_\_\_\_ Filled in - an example

**Order sheet for workshop**

Customer: \_\_Jan Pudell\_\_\_\_ phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ e-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Group: \_\_AG Bargheer\_\_\_\_\_\_\_\_\_\_\_ customer signature: \_\_Jan Pudell\_\_\_\_\_\_

**Short description of the order:** \_\_Five holes in an aluminum cube, two of them are M4 tapped\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Order taken by (workshop employee):** \_\_Elko Hannnemann\_\_\_\_\_\_\_\_\_\_\_

**First estimate:**

* takes less than two hours (can be done ‚in between‘)
* takes less than 8 hours and will be done until \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* oder is demanding. Estimated working days: \_\_\_ . Most likely done on: \_\_\_\_\_\_\_
* Those orders will be brought to the attention of the coordinator. *(Workshop employees cannot take orders without seeking contact with the coordinator for orders taking three weeks or more of their time)*
* Order takes about \_\_\_\_ hours, however workshop is currently completely booked out
* Order will be forwarded to coordinator Werner Wirges (via phone and or email): most likely done by: \_\_\_\_\_\_

Order will be done by: \_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Cost transfer and material purchasing:**

* Materials with a value of \_\_\_\_\_\_\_\_\_\_\_\_\_\_€ need to be used, customer will pay.
* Kostenstelle: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature Kostenstelleninhaber: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Material was ordered on: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Material was received on: \_\_\_\_\_\_\_\_\_\_\_

**Workflow:**

Order done (date): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Informed customer via: \_\_\_ \_\_\_\_\_\_

Order picked up (date): \_\_\_\_\_\_\_\_\_\_\_\_\_ customer signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_