

**PROCEDURE FOR COMPLETING
REQUEST for SERVICE and AGREEMENT AND RELEASE FORM**

REQUEST FOR SERVICE

- I. Instructor meets with customer regarding specific work to be performed.
- II. Instructor fills out a "Request for Service" form in the presence of customer.
- III. Completed form is given to the customer to take to the main office to Mrs. Black in Accounts Payable.

AGREEMENT AND RELEASE

- IV. Mrs. Black will go over the Agreement and Release Form with the customer.
- V. Customer will sign Agreement and Release Form.
- VI. Customer will receive a copy of the Form.
- VII. Mrs. Black will return the entire Work Order Request and one copy of the Agreement and Release to the Instructor.
- VIII. Once forms are returned to Instructor, work may begin.
- IX. When work is completed – Instructor/student returns the entire Work Order Request to Mrs. Black.
- X. Mrs. Black will notify customer that work has been completed and sets up a time when the customer may pay the bill.
- XI. Once customer has paid their bill – Mrs. Black will notify Instructor that the customer has paid and is here to pick up the item.
- XII. Mrs. Black will return a copy of the paid Request for Service to the Instructor.

8/6/08