

WOODSHOP ORDER FORM

PLEASE PRINT ALL INFORMATION

DEPARTMENT _____

DATE _____

SUBMITTED BY _____

PLEASE GIVE A DESCRIPTION OF THE PROJECT, PROVIDE DRAWINGS, PICTURES AND MEASUREMENTS. THESE MAY BE STAPLED TO THE REQUEST

PLEASE TELL US WHAT KIND OF FINISH YOU WILL NEED. (PAINT, CLEAR, ANTIQUED ETC.)

DO YOU WANT NAILS OR SCREWS EXPOSED OR COUNTERSUNK AND FILLED?

ANY OTHER THINGS WE NEED TO INCLUDE?