

## ***Machine Shop cut and consultation request form:***

**If opening in Adobe (recommended):** Enter form info. Click 'File', then 'Save as' a PDF. Name the file using your last name and date and email the PDF to [idmi@uci.edu](mailto:idmi@uci.edu) Attach your design file along with the form in your email.

*Example: last\_name09232020.pdf for the form*

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**Design file notes:** PDF of drawing with dimensions in INCHES.  
Solidworks part file/ model of part being made only, NOT the whole assembly!

Name

Email

Cell (will call only if necessary)

Class (ex. MAE160, ENG201)

Class instructor

Quarter/Year completed required training

KFS/recharge account

Project Work Description:

**Project Work Plan:** (Must be specific and include every step/ tool needed, must also include an estimation of the required in shop time.) *For example: A student needs to drill and tap a hole in a standoff or shaft. Should say: "I plan on using a lathe, I need to face aluminum shaft to x length and center drill then drill then tap ¼-20 thread in (X number) of pieces. I plan to do one side on all (X number) of pieces and then repeat the process for the other side. I'm estimating this job will take me (X amount) of time including adequate set up, teardown, and clean up time.*

**Important Features and Tolerance explanation:** *(For example: this part will receive a press fit locating dowel pin or needs to accommodate an interference fit spindle.)*