



PROJECT REQUEST/AGREEMENT

WORK ORDER #: _____

*** REQUESTS ARE ACCEPTED FROM NORTHAMPTON, SAUCON VALLEY & BETHLEHEM SCHOOL DIST. RESIDENTS ONLY *
(Must show proof of residency; AUTO – must show vehicle registration)**

- Work will be done by learners and is undertaken solely on the basis of the educational value involved.
- All work performed will be at cost, plus an overhead charge for utility costs and normal tool and equipment wear, plus 6% sales tax.
 - Overhead charges: 15% for the 1st \$100 and 10% for all remaining costs. A minimum of \$5.00 will be charged.
- A down payment of 75% of estimated costs must be paid **in advance** for all work orders exceeding \$20.00.
- Final calculation of balance due is at the Business Office’s discretion.
- Any materials supplied by the requestor must be brought in personally. Materials cannot be delivered to BAVTS or purchased on a BAVTS account.
- No completion date shall be fixed or implied (except for orders through the Culinary/Bake shops). The completed project will be released when the instructional needs are satisfied and are checked by the instructor, and **ONLY** after proof of payment from the Business Office is presented.
- It is further understood that all work is performed by students under a learning situation in a public school and no guarantee/warranty is extended by the Bethlehem Area Vocational-Technical School, nor can the customer attempt to hold the student, instructor, or the school authorities responsible for the quality of work. Neither Bethlehem AVTS nor the instructors will assume any responsibility for damage or theft of personal property while on the premises.
- **FOR BAVTS EMPLOYEES:** Under **NO** circumstances should this project request be used for personal gain.

The purpose of the project control is to validate the learning value and incorporate the project into the course of study. In addition, control is necessary to maintain proper business procedures. All shops are subject to these procedures. The only exceptions to these procedures are items sold through the school store, the restaurant and the cosmetology clinics.

I have read and understand the above details and authorize this request for service to be performed by students of Bethlehem AVTS.

Owner’s Signature: _____ **Date:** _____

REQUESTOR INFO.:

Name (print): _____ Current BAVTS student? _____ Shop? _____

Address: _____ School District: _____ Shop requested _____

_____ Phone #: _____ for project: _____

_____ Email: _____

Brief description of project (specific details on pg. 2): _____

INSTRUCTOR INFO: INITIALS _____ DATE _____ COST _____

INITIALS _____ DATE _____ COST _____

DENIAL INITIALS _____ DATE _____ REASON _____

Administration Approval

Date

AUTO:

Vehicle Make/Model/Year: _____ Color: _____

Description of request: _____

GRAPHICS:

New Job _____ Repeat Job (Attach copy) _____ Qty: _____ Due date: _____

Banner / Sign / Sticker: _____

Size, 1 or 2 sided, type of substrate (vinyl sticker, canvas, banner, paper, window vinyl)

T-Shirts: _____

Sizes, shirt color, ink color(s), print location (front, back, sleeve)

Printed Products: _____

Type of products (pens, mugs, etc.), ink color(s), print location

Paper Printing: _____

Type of stock (bond, index, etc.), stock color, ink color(s), size, finishing (folding, padding, Stapling, etc.)

CULINARY/BAKE:

FOR PICK-UP _____ INCLUDES SET UP AND/OR SERVICE _____ Due date & time: _____

Description of request: _____

Qty: _____ Color(s) _____ Flavor(s) _____

RENTALS: _____

BUSINESS OFFICE ONLY:

Accepted: _____ Denied: _____ Reason: _____ | Est. Cost: _____

Voided: _____ Reason: _____ | Deposit: _____

| Date: _____

Final cost: _____

Less deposit: _____

Overhead: _____

Balance due: _____

Sales tax: _____

Paid date: _____