

## Instrumentation Lab Order Form

Please return finished glass to:

**Miami University  
Instrumentation Laboratory (IL)  
75 Hughes Hall  
Oxford, OH 45056**

Bill Lack (Director, IL)  
Phone: 513-529-7216  
Fax: 513-529-7212  
Email: lackwe@muohio.edu

User Contact Information:

**Primary Investigator:** \_\_\_\_\_  
**Requestor:** \_\_\_\_\_  
**Department:** \_\_\_\_\_  
**Phone:** \_\_\_\_\_  
**Email:** \_\_\_\_\_

**Work Request:** \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

(Attach any required drawings or instructions.)

**Date Required By:** \_\_\_\_\_

**Please call or fax confirmation of receipt of order within 24 hours to Miami University Instrumentation Laboratory.**

When invoicing, labor and materials costs must be listed separately for each item.

If total order is less than \$1000.00, contact Bill Lack for credit card info for payment. (Disregard if prior arrangements have been made.)

For questions regarding work being performed, contact the primary investigator or requestor. For questions involving payment, contact Bill Lack.