**Indian Institute of Technology Kanpur**

**Central Glass Shop Indent and Work Order Form**

<table>
<thead>
<tr>
<th>Date</th>
<th>Indenting Department/Section</th>
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**Please do the following work**

- I am supplying a sketch in a separate sheet
- I am supplying the following material

**The following materials are needed for the job**

- Institute work
- Department work
- Scheme work
- Private work

**Indentor’s Name (Capital):**

**Phone No.:**

**Approved by:**

(Head of the Department/guide)

**Glass Shop W/O Number:**

**Job assigned to:**

**On. (Date):**

**Job completed on:**

**Approved by:**

**Material Consumed:**

**Completed job received by:**

**Signature:**

**Note:**

Apparatus sent for repairs should be thoroughly cleaned and dried.

Job orders are accepted between: - 2:30 p.m. to 3:30 p.m.