

Project# _____

Teacher _____

PROJECT REQUEST/AGREEMENT

Requests are accepted from Northampton, Saucon Valley and Bethlehem School District Residents ONLY

- This 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.
- An overhead charge of 15% of material cost for the first \$100.00 and 10% for all remaining costs will be charged.
- A down payment of 75% of estimated costs must be paid in advance of all work orders exceeding \$20.00.
- A minimum overhead charge of \$5.00 will be charged on any or all completed work orders. This only applies if NO purchases or inventory were used to complete the project. **Final calculation of balance due is at the Business Office's discretion.**
- Any materials supplied by the requester 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.
- The completed project will be released when the instructional needs are satisfied and are checked by the instructor.
- **The completed project will only be released to the owner ONLY after proof of payment from the Business Office is presented.**
- It shall be further understood that in as much as all work is performed by students under a learning situation in a public school, no guarantee or 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 of Bethlehem AVTS.

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 _____

Step #1 (Requester) (Must show proof of residency; Auto-must show vehicle reg) (Telephone requests will NOT be accepted)

Owner's Name (Printed) _____

Current BAVTS Secondary Student (Y/N) _____ Shop of student _____

Address _____

City _____ Zip _____ School District _____ Daytime Phone# _____

Proof of Residency/Registration (Business Office -state proof & initial) _____

Shop Requested to Complete Project _____

Description of project _____

(Auto Shop): Vehicle Make/Model/Year _____ Color _____

(REGISTRATION MUST BE SHOWN- in lieu of driver's license)

Step #2 (Instructor) (Business Office to assign a Project# & copy before forwarding original to Instructor)

Instructor's Acceptance (initial) _____ Anticipated Start _____ Anticipated Completion Date _____

Instructor's Rejection (initial) _____ Reason for Rejection _____

ESTIMATED COST (Instructor completes material & inventory costs only)

Purchased material costs \$ _____ Inventory material costs \$ _____

Date Returned to Business Office _____

(Should be within 3 days of request)

Administration Approvals (initial) _____ Priority Code _____ Date Authorized _____

Step #3 (Bus Office)

(Calculate total of estimation & contact requester for down payment & approx. start date)

Overhead _____

Sales Tax _____

Est. Cost Total _____

Down Payment Received* _____ Date Received _____

(Project can now be scheduled by instructor)

(Bus Off to return a copy of a cash receipt & approved request as proof; Bus Off - retain a copy for tracking)

Step #4 (Instructor)

Instructor itemizes individual invoices as received (initialed) & forwards to the Bus Office for payment. Upon completion, the instructor inserts the **total** final material costs, **including any inventory**, as itemized below & returns the original request form to the Business Office)

DATE PROJECT COMPLETED: _____

PROJECT COSTS:

VENDOR _____

AMOUNT _____

VENDOR _____

AMOUNT _____

VENDOR _____

AMOUNT _____

VENDOR _____

AMOUNT _____

VENDOR _____

AMOUNT _____

VENDOR _____

AMOUNT _____

INVENTORY _____

AMOUNT _____

MATERIALS SUPPLIED BY CUSTOMER:

Total Material Cost \$ _____

All final costs must be accountable & reconcile with above breakdown. Final calculation of balance due is at the Business Office discretion

Step #5 (Bus Office)

(Calculate total due & contact requester to make final payment)

Overhead _____

Sales Tax _____

Final Cost _____

Less Deposit* _____

Balance Due _____

PAID DATE _____

The purpose of the project control is to validate the learning value and to 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 when doing work for individuals or for non-BAVTS organizations. The only exceptions to these procedures are items sold through the school store, the Culinary and Event Planning shop, the restaurant and the cosmetology clinics.

Bethlehem area Vocational-Technical School endorses the principle of equal education and employment opportunities for all people and does not discriminate on the basis of race, color, religion, national origin, age, sex, genetic information, or non-related handicap or disability. Direct inquiries may be made to: *Mr. Brian T. Williams, Executive Director, 3300 Chester Avenue, Bethlehem, PA 18020-2895. Telephone (610) 866-8013*