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**DESCRIPTION OF WORK**

Requested Completion (*Date*) \_\_\_\_\_

Requester \_\_\_\_\_

Project #/Acct # \_\_\_\_\_

Approval \_\_\_\_\_

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**FOR SHOPS USE**

Job No. \_\_\_\_\_

Actual Start Date \_\_\_\_\_

Est. Duration \_\_\_\_\_

Actual Completion \_\_\_\_\_

Est. Start Date \_\_\_\_\_

Machinist \_\_\_\_\_

Target Completion \_\_\_\_\_

Status Log: