



WORK ORDER AGREEMENT

SHOP: _____

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% fee. A minimum of \$5.00 will be charged. A \$5 per tire fee will be charged for mounting and balancing. **All tires must be supplied and discarded by the requestor.**
- A down payment of 75% of estimated costs must be paid **in advance** for all work orders exceeding \$100.00
- Final calculation of balance due is at the Business Office’s discretion - **CASH, CHECK OR MONEY ORDER ONLY.**
- 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 study. In addition, control is necessary to maintain proper business procedures. All shops are subject to these procedures. The only exception 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): _____ School District: _____

Address: _____ Phone: _____

_____ Email: _____

INSTRUCTOR SIGNATURE: _____ **DATE:** _____ **APPROX. COST** _____

DENIED: _____ REASON: _____

_____ **Administration Approval** _____ **Date**

AUTO TECH:

Vehicle Make: _____ Vehicle Model: _____ Vehicle Year _____ Plate #: _____

Description of service requested: _____

AUTO COLLISION:

Vehicle Make: _____ Vehicle Model: _____ Vehicle Year _____ Color: _____

Description of service requested: _____

GRAPHICS:

Description of service requested: _____

CULINARY:

Description of service requested: _____

Due date & Time: _____ BEO Attached _____

BAKING:

Description of service requested: _____

Due date & Time: _____ Pickup _____

OTHER:

Description of service requested: _____

Additional Notes/Instructions: _____

BUSINESS OFFICE ONLY:

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

Voided: _____ Reason: _____ | Deposit: _____

| Date: _____

Final cost: _____

Less deposit: _____

Overhead: _____

Balance due: _____

Sales tax: _____

Paid date: _____

INSTRUCTOR USE ONLY: Cost of Inventory Used: \$ _____ Completion Date: _____