



Education and Workforce Development Cabinet Kentucky Department of Education  
**Office of Career and Technical Education and Student Transition**

**Work Order - Agreement**

School:		School Year:	
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Date Received:		Date Completed:		Program:	
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Name:					
Address:				City:	
State:	Zip:	Home Number:			Cell #:

**Job Repair Information**

Make:		Model:		Number:	
Remarks:					

Item	Job Description

Quantity	Material, Parts and Supplies	Amount	

<p align="center"><b>Customer Agreement</b></p> <p>I understand and agree that the work to be performed, which is described above, is to be performed by students as an educational process. I further understand and agree that neither the school nor the students make any warranty, either expressed or implied, as to the workmanship of the above described project.</p> <p>I further understand and agree that I will either furnish all parts, materials, and supplies necessary or reimburse the school for any parts, materials, or supplies furnished by them.</p>	<b>Subtotal</b>		
	<b>Sales Tax</b>		
	<b>20% Cost of Materials</b>		
	<b>Shop Fee*</b>		
	<b>Total</b>		

\*Fifteen Dollars for each live work project requiring more than one hour of labor. Students are exempt from shop fee for labor.

Customer Signature: \_\_\_\_\_

Approved by Teacher: \_\_\_\_\_ Initialed by Administrator: \_\_\_\_\_

