



Kentucky Department of Education
Office of Career and Technical Education

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	
Customer Agreement I understand and agree that the work to be performed, which is described above, is to be performed by students as part of 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. I further understand and agree that I will either furnish all parts, materials, and supplies necessary or reimburse the school plus 20% for any parts, materials, or supplies furnished by them.		Subtotal	
		Sales Tax	
		20% Cost of Materials	
		Shop Fee*	
		Total	

*Fifteen Dollars for each live work project requiring more than one hour of labor. Students are exempt from paying the fifteen dollar (\$15.00) shop fee for labor.

Customer Signature: _____

Approved by Teacher: _____ Initialed by Administrator: _____