



EV Small Part and Services ~ Job Order Form

Company Name:	Date:
Contact Person:	Phone #:
* A job consultation must be completed before EVM agrees to complete a job *	
Description of work: (Circle one) <input type="checkbox"/> Small parts assembly <input type="checkbox"/> Labeling <input type="checkbox"/> Making kits/packages <input type="checkbox"/> Marketing Preparation <input type="checkbox"/> Janitorial Services <input type="checkbox"/> Other: _____	Job Details: <input type="checkbox"/> One Time Job: Complete by: _____ (Please allow ample amount of time for completion) <input type="checkbox"/> Reoccurring Job/ Circle Days: (M, T, W, Th, F) <input type="checkbox"/> Onsite (Your Location) <input type="checkbox"/> Offsite (EVM Location)
Materials/Supplies: <input type="checkbox"/> Provided to EVM <input type="checkbox"/> Needed by EVM: _____ _____ _____	Additional Details: Estimated time for neurotypical person to complete the job: _____

Circle ONE: RETURN ITEMS ALL AT ONCE or IN SECTIONS		
<i>List items in order of Importance please</i>		
Product/ Item	# of pieces to complete	Expected date of return:
1.		
2.		
3.		
4.		
5.		
6.		

Method of Pick UP:	
Pick Up @ your location	Drop Off @ Legacy Center
Method of Delivery:	
Drop Off @ your location	Pick up From Legacy Center

Additional Instructions:

Payment:
<i>Pricing and payment options will be discussed during the job consultation. Small Parts and Service job typically run about \$12.00 per hour.</i>