**Welcome to the Cougar Shop Request Protocol Sheet!**

**YOU MUST FOLLOW THE STEPS LISTED IN ORDER TO GET PROTOTYPE WORK COMPLETED!**

**Online environments require a different attitude than face-to-face conversations.  Assuming that someone knows, or has read your face about your needs will not result in successful completion!  The purpose of this checklist is to make sure you have all your information completed so you can pick up your prototype after you’ve given us your information.**

**ALL Zoom Meetings will need to be scheduled (we will provide zoom link)**

**Contact Name: Leif Harfst**

**Group Name and Project Name: Gleason Eye Tracker**

**Contact E-Mails: leif.harfst@wsu.edu**

**Today’s date:10/21/2020**

**Contact Phone #: (509)-930-2361**

**Job Name and Short Description: Laser Cutting for Electrical Box**

**Purpose of Part: House All Electronics**

**Requested Operations that YOU think are needed to make this item (Machining, 3D Printing, Etc.) Laser Cutting**

**Requested Materials for the Part – 1/8” Acrylic**

**Any out-of-the-ordinary conditions the part will be subjected to? (Salt water, high temp., cryogenic, radiation, etc.) NA**

**List of File Names and Types needed to build this specific device/part (Solidworks files, Solidworks assembly, DXF files, STEP files, IGES files)**

* **1 “Back Wall” DXF**
* **1 “Lid” DXF**
* **1 “Side Left” DXF**
* **1 “Side Right” DXF**
* **1 “Bottom” DXF**
* **1 “Front” DXF**
* **4 “Triangular Bracket” DXF**
* **1 “Front Lid Mount” DXF**

**Acknowledged Delivery Estimate (by Kurt or Gus)  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Budget # (If you know it -- Kurt will also have an indexed sheet) Not Known**

**Budget Spent To Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**