

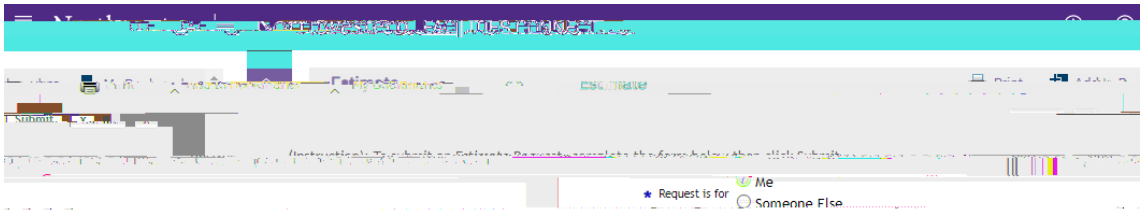


2 Upon clicking the Estimate Request Form will appear. To complete the form, fill in the required fields.



In the Request is for field:

If the Request is for you click on the Me radio button.





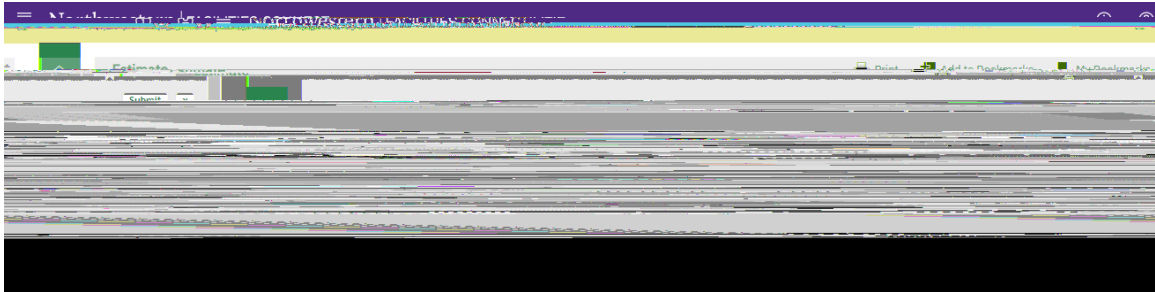
DIRECTIONS:

Optional: if the Request is for Someone Else:

Click on the Someone Else radio button.

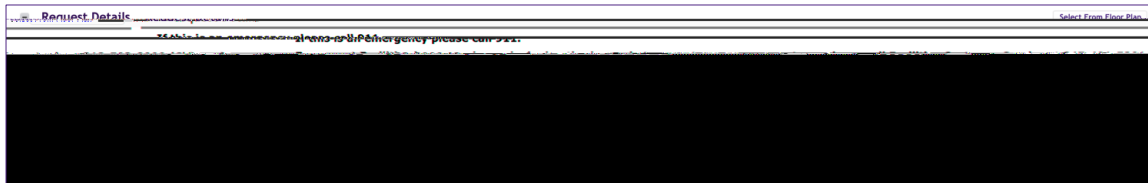
Upon clicking, the Requested For section will appear.

Fill in the details of the person you are creating the Service Request for.



In the Request Details section:

Click on the Search buttons and select a Building, Floor, and Room.






[Request Details](#) continued.

Click on the [Preferred Access Time](#)



DIRECTIONS:

In the [Related Documents](#) section:

Click on the [Upload](#) button  add a copy (w)-4.thwdee |

Submit

Additional INFORMATION

Once the [Request to Complete Estimate Work](#) is submitted, the [Request](#) will be received by [Customer Service](#). Once they have reviewed and validated the [Request](#), it will be routed to the appropriate shop to begin work.

If you need assistance in creating an [Estimate Request](#), please contact [Facilities Customer Service](#) at 847- 491-5201 (Evanston) or 312-503-8000 (Chicago).