



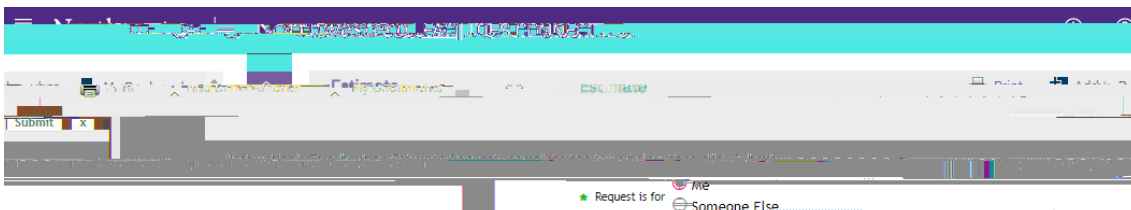
2

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.





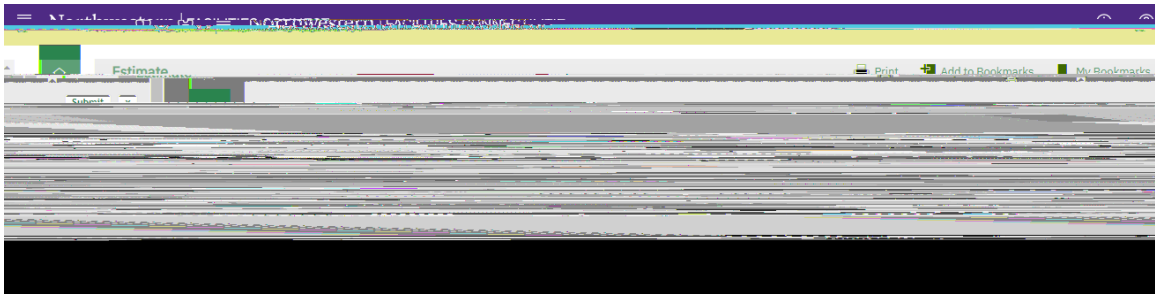
DIRECTIONS:

Optional: if the **Request** is for **Someone Else**:

 Click on the **Someone Else** radio button.

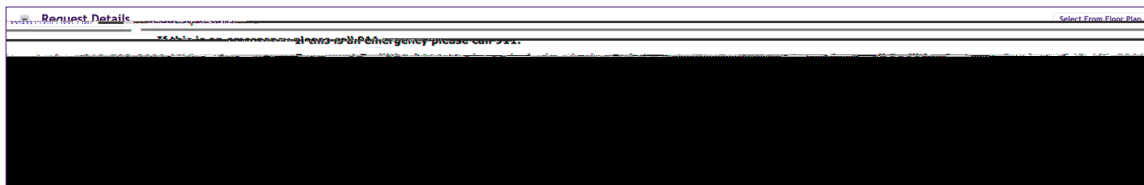
Upon clicking, the **Requested For** section will appear.

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).