

Office of Industry Contracting

Review Request Form (RRF) for Core/Recharge Centers

1. Official Name of Core/Recharge Center/Facility

2. Admin Dept #

3. Contracting Party

4. Contracting Party Contact Information (name and email)

5. PI/Core Director/Person Responsible for work/Project Manager

6. PI Email Address

7. Dept Contact (if different than #5)

8. Dept Contact Email Address

9. Brief description of services being performed, including any deliverables (if applicable).

10. Materials and special handling instructions (if applicable)

11. Do you expect to do multiple projects under one agreement with this entity?

Yes

No

Maybe

12. Rates/price sheet/quote – either insert or attach.

**File
Attached**

13. Core Center mailing address.

14. Payment remittance address (if different than #13).
