



College of Engineering & Physical Sciences - Engineering Shop
Room # L65 - Dept. 3295 – (307) 766-4243 - www.uwyo.edu/ceas/shop/
1000 E. University Ave.
Laramie, WY 82071-2000

Billable Hours Policy

The following costs are to be billed and collected, payable to “The University of Wyoming”, for materials used from the CEPS Shop inventory, along with hourly rates for Shop Master Technician/Engineer Labor and CNC/Waterjet equipment time.

The costs & labor hours for your project will be tracked against a work order in our system that you will need to create in-advance, using the following link: <https://form.jotform.com/uwyoshop/work-order> (must include actual Budget/Account String numbers before work can begin).

Hourly rates billed in 15-minute increments, all materials billed at market price at the time of work completion + 20% markup for procurement & handling.

Quoted prices available upon request - must be completed in advance of work commencement and priced per an agreed upon written scope of work between the CEPS shop and our customer (email, proposal, etc...). Changes in work scope mid-stream must be billed accordingly.

Service	Cost
Raw Materials & Consumables use	Material may be provided by customer, after discussion with Shop staff about material properties, useability on equipment & functionality for your project. Otherwise, Shop will provide and bill for materials.

Hourly Labor Costs	
(Master Technicians and Engineers time-Labor, welding/fabrication, programming & CAD time)	
Teaching & Training (Engineering Students Only)	\$60/hr - Manual Equipment & 2652 waterjet only, no CNC or welding training or use by students. Manual equipment training to be scheduled with Shop staff, as time allows.
Graduate & Research Projects	\$60/hr or applicable CNC rates
ME Senior Design Student Projects	*First 15 hrs free-(Labor/Machining/Training/SolidWorks), then \$60/hr or \$80/hr after that (CNC & Waterjet rate)
Registered Student Organizations	\$60/hr(Labor/Machining/SW) or applicable CNC rates
Undergraduate Teaching, Labs, Staff & Other/Misc.	To be evaluated on a case-by-case basis

Billable Equipment Hours	
Manually operated machines & equipment	\$60/hr when operated by Shop staff, free for Engineering Students after adequate training.
All CNC Equipment (Mills, Lathes, Waterjets, Press Brake)	\$80/hr (CNC by Shop staff only)

*All work done in the shop to be for University related projects only
*For Master Technician time to machine or waterjet parts, the higher of either \$60/hr labor (using manual machines) or \$80/hr(using CNC machines) is applied for billing, not both.