Office of Communications
College of Agriculture, Health and Natural Resources

General Job Request Form

Please fill out a separate job request form for each item. For example, if you're doing a website for an event and a program for the event, please submit a form for each item.

Project title _____

Date _____ **Date needed** _____

Your name _____

Your email _____

KFS admin. _____

Department _____ **KFS#** _____

Type of job:

Print

- ◯ Small print piece (brochure/pamphlet/program/ tent card/postcard/label)
- ◯ Large print piece (manual, report, newsletter)
- ◯ Clothing/imprint item
- ◯ Exhibit/display/poster
- ◯ Other _____

Electronic

- ◯ Website (department/office/program)
- ◯ Website (event/club)
- ◯ Form/survey
- ◯ Database/reporting system
- Other _____

Other information:

Quantity _____ Pages _____

Size _____ Color _____

Special notes or instructions _____

Please provide as much lead time as possible to allow for quality work. All new CAHNR project requests are reviewed, prioritized and assigned at weekly meetings. In all cases, we will notify you by email regarding acceptance of work and assignments. **We encourage a consultation with us about potential projects prior to submitting a job ticket.**

For Office of Communications use only

Job number

Date approved _____

Signature of approval

Billing information

_____ _____

_____ _____

_____ _____

_____ _____

_____ _____

Total _____

Notes

Return completed form to:

CAHNR Office of Communications
3624 Horsebarn Road Ext.
Jones building, room 101
Storrs, CT 06269-4035

Fax: 860.486.0100

Email: CAHNRcomm@uconn.edu

Visit cahnr.uconn.edu/communications to fill out an electronic job request.

UCONN | COLLEGE OF AGRICULTURE, HEALTH AND NATURAL RESOURCES

OFFICE OF COMMUNICATIONS