

REQUEST FOR TECHNICAL ASSISTANCE AND/OR SITE VISIT

Date: _____

Email to: DANA WOOD at wood@upstateworkforceboard.org

From: _____

Site Name: _____

Assistance Requested (use additional page if necessary):

How many individuals will take part? _____

When would you prefer to have someone provide this service? _____
Date

Do not write below this line. This portion will be filled in by the UWB Executive Director or designee and returned to you promptly.

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The following individual has been selected to provide the above request:

Name: _____ Title: _____

Company: _____

Date to provide assistance: _____ Time: _____

Location to provide assistance: _____

Materials that should be provided for assistance:

Arranged by: _____ Date: _____