



Service Request Form

Name of Person Submitting Request, Date Request Submitted, Department/Office or Address, Completion Date Requested, Phone, FAX, E-mail

Type of Service Requested

Information or Data Analysis

Describe briefly, using specific dates, selection criteria, and format needed.

Survey Development

Describe briefly, giving intended subjects and distribution method.

Copy of a Report

Name or description

How will the information/survey be used?

Briefly describe the intended purpose, such as program review, grant proposal, recruitment, budget planning, etc.

For Office of Institutional Research and Effectiveness Use Only:

Assigned to, Project Name, Logged into OIR&E Project Management System?, Estimated Costs, Billable?, Production type, CS Request Needed?, Date Request Sent, Expected return, Blinn Client, External Client, Date Request Received in Office, Requestor Contacted?, Negotiated Completion Date, Actual Completion Date, Follow-up Evaluation Sent?