## Welcome Packet Order Form

**Publications and Information Office**  
Form 294 WPOF Nov. 14, 2002

<table>
<thead>
<tr>
<th>PIO use</th>
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<tbody>
<tr>
<td>PIO job no.</td>
<td></td>
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<tr>
<td>Date received</td>
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</tbody>
</table>

### Client/Requestor:

__________________________

### Contact Information (phone, email address):

__________________________

### Number of packets needed:

______  Date desired: ______

### Pick up or needs delivery?

__________  If being delivered, to where?

__________________________

### What is the reason for your request? (i.e., function? event?)

__________________________

### Documents to be included:

- [ ] Impact Report
- [ ] CTAHR Info half-sheet  
  (includes contact info for ADSC, UGC, and PIO)
- [ ] Strategic Plan Progress Report
- [ ] Latest issue of *Ko Ka ‘Aina*
- [ ] “Agriculture’s Contribution to Hawaii’s Economy—An Update” (Feb. 2002)
- [ ] “Summary: Agriculture’s Contribution to Hawaii’s Economy—An Update” (Feb. 2002)
- [ ] “What Interests You” (Academic & Student Affairs brochure)
- [ ] “Follow Your Career Pathways to CTAHR” (overview of departments)
- [ ] Other __________________________
- [ ] Other __________________________
- [ ] Other __________________________
- [ ] Other __________________________

### PIO use

Date completed: ______

Comments: __________________________