OSU Extension Metro Master Gardener™
Client Referral Form – Insect, Spider, Etc.

*Use this form for cases you need to refer to the next MG shift.*

<table>
<thead>
<tr>
<th>Name of Intake person</th>
<th>Date</th>
<th>AM</th>
<th>PM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Client name</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Mailing address</td>
<td></td>
<td></td>
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<tr>
<td>Email address</td>
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</tbody>
</table>

Provide information based on “Questions to Ask Clients” form on desk.
(Use the back of this form if more space is needed)

**Infesting what, or where found?** (Check all that apply.)
- Food Products __
- Fabrics __
- Wood products __
- Plant(s) __
- Soil __
- Other (specify) ______________________________________________________________________

**If on plants**
- Indoors? __
- Outdoors? __
- Name, if known: ____________________________

**How many seen?** ________________

**Describe insect/spider**
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

**Describe damage, if any**
_________________________________________________________________
_________________________________________________________________
_________________________________________________________________

**Client’s concern?**
_________________________________________________________________
_________________________________________________________________

**Any treatments or remedies applied?**
- Yes ___
- No ___

If yes, what? ____________________________ When? ____________________________

**Result?** __________________________________________________________________________

**Answer & Client notification**

*Diagnosis or identification*

*Recommendation*

**Source(s) of information**

Client notified by ____________________________ Date ________ Via phone __ Via mail __ Via email __
Date Referral was uploaded to MG Forum __________

After notification: 1) Record completion on Daily Log. 2) Save sample. 3) Place form in Archives loose-leaf.