



Report Request Form

Please complete the form below and fax to Transfinder at 518-377-3716 along with a mockup of the report layout. If the report is derived from an existing Transfinder report please indicate the name of the report below and print out one page of the report indicating desired changes. Once submitted a Transfinder technical representative will be in touch to work out any details and address additional questions. Please allow 5-7 business days for completion.

NOTE: A report that fits your needs may already exist. Be sure to check Transfinder's Report Library prior to submitting your request (see FAQ on second page).

Transfinder Representative:	Please let us know if you are already working with a particular support specialist.
District Name:	
Contact Info:	Name: Phone: Email:
Report Template:	If you are requesting a change to an existing report, please include the report file name. (eg: report.rpt)
Requirements/Notes: Please include information on what data you expect in the report as well as any particular sort order.	
Report Title:	Please let us know if you want your report to have a particular title and/or file name.
Desired Delivery Date:	Please let us know if you need this report by a particular date.

Please mock up or attach an example of your report. Remember to include how you would like the Header, Footer and Body to appear along with any data and calculations required.

Fax Report Requests to 518-377-3716