

## AIA Connecticut Short-Term Services Exchange Request Form

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Member firms in need of short-term assistance may place a classified ad in the Classified/Services section for a **prepaid fee of \$25 made by credit card**. Requests will be posted on the AIA Connecticut website for only **one week**. **Ads are posted each Friday and must be received on the preceding Thursday by 10:00 am**. The requesting firm is responsible for contacting those who respond.

Interested AIA Connecticut members will have one week to respond with their contact information, qualifications, and the period of time in which they will be available. At the end of that week period, information received will be forwarded to the firm making the request. Responses received after the one-week period will not be forwarded.

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Complete this form and send via email to [jharris@aiact.org](mailto:jharris@aiact.org) or fax 203-562-5378

### Posted Information:

Firm Town \_\_\_\_\_ Firm County \_\_\_\_\_

Type of Experience Needed \_\_\_\_\_

Location of Project(s) \_\_\_\_\_  
\_\_\_\_\_

Expected Duration of Commitment \_\_\_\_\_

### Contact Information:

Name \_\_\_\_\_ Firm Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_ Email \_\_\_\_\_

### Ad Rate and Payment:

Please **charge \$25** to my \_\_\_\_\_ Visa \_\_\_\_\_ Master Card \_\_\_\_\_ AMEX

Card # \_\_\_\_\_ Exp. Date \_\_\_\_/\_\_\_\_

Name on Card \_\_\_\_\_

Card Address \_\_\_\_\_