

U-Idaho Extension | Canyon County Master Gardener Volunteer Plant Clinic

Phone Call	<input type="checkbox"/>
Walk-in	<input type="checkbox"/>
Email	<input type="checkbox"/>

Client Information Form – GENERAL GARDEN QUESTIONS

Date: _____ Master Gardeners on Duty: _____

Client Name: _____

Address: _____

City: _____ Zip: _____

Phone Number(s): _____ Best Time to Call: _____

Email: _____

Was a sample submitted? YES NO If yes, where is it? Fridge Hallway Other _____

Was a photo submitted? YES NO If yes, where is it? _____

What is your question?

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Our Answer or Solution:

Sources Checked: _____ Page Numbers: _____

Call is Complete. Client was:

- Given an answer by phone
- Given an answer by voicemail
- Given an answer in person
- Mailed information
- Emailed information

Sent to _____
for additional help

Initial _____, date _____
and place in the **FINISHED CALLS** box

Call is Not Complete. Client was:

Called or emailed for more information:

Date	Left Message	No Answer	MG on Duty

Do not try more than three times to reach a client.
If you've tried with no luck, check here

Then initial _____, date _____ and
place in the **FINISHED CALLS** box.

Call is Not Complete. I'm waiting for an answer from someone else:

Sample Photos were sent to _____ on _____
Person or Facility Date

Answer received:

Answer was communicated to client by phone, by message, in person, by mail, by email

Call is Complete. Initial _____, date _____ and place in **FINISHED CALLS** box.