



# S A T O P

SPACE ALLIANCE TECHNOLOGY OUTREACH PROGRAM

*Providing Business With Technical Solutions At No Cost!*

New York SATOP Center:  
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## Request for Technical Assistance

### Company Information

Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Address: \_\_\_\_\_ Fax: \_\_\_\_\_  
 \_\_\_\_\_ Bus. Type : \_\_\_\_\_  
 County: \_\_\_\_\_ Product: \_\_\_\_\_  
 Company Contact / Position: \_\_\_\_\_ Age of Company: \_\_\_\_\_  
 Web/Email: \_\_\_\_\_  
 # of Employees (Locally) : <25 25<100 100-250 250-500 >500 Co. Est. Annual Sales: <1M 1<5M 5<25M >25M  
 How did you hear about the SATOP? \_\_\_\_\_ **Mohawk Valley Chamber of Commerce**

\*Add additional pages as needed

Problem Title: \_\_\_\_\_

Brief definition of technical problem (background, context, description):

Action to date (what has already been done in attempting to solve the problem?):

Desired type of solution (e.g. technical recommendation, analysis, design recommendation):

Desired date of solution: \_\_\_\_\_

NOTES:

1. Provide full, stand-alone explanation and background; use additional sheets, if necessary.
2. Use this form to address problems with technical, rather than administrative or managerial solutions. No software or computer related problems can be addressed.
3. Do not include problems calling for comparative evaluation of competing commercial products or services.
4. Action on this request is subject to review and acceptance by a Technology Applications Board.
5. We may request you to provide feedback about the effectiveness of the technical assistance to improve the program and document results.
6. Administrative information pertaining to this Request for Technical Assistance may be provided to the Economic Development Organization responsible for the requestor's location, for the purpose of assisting in the solution effort.

DISCLAIMER and RIGHTS: The SATOP Centers, sponsors and participating partners do not assume any liability, expressed or implied, including any implied warranties of merchantability, title or fitness for a particular purpose, resulting from the use of proposed solutions and other related information pertaining to the submitted technical problems, or warrants that such use will be free from privately owned rights. Upon receipt of any assistance under this program, the requesting company does hereby hold the SATOP Centers, its members, staff and participating technical providers harmless from any liability, legal actions or other consequences caused by or in any way resulting from the assistance rendered. By signing and submitting this form, the company agrees that the SATOP Centers has full authority to receive, evaluate, and disclose the technical problem to the SATOP sponsors and participating partners for appropriate action. The SATOP Centers reserve the right to reject or request resubmittal of any Request for Technical Assistance. The SATOP Centers will work to ensure that all proprietary information submitted by the requestor will not be disclosed, other than to effectively work on the request or as required by law.

SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_