



Communications and Marketing Photography and Video Production Services Digital Imaging Request

Office Use Only
Job No. _____
Date Received: _____
Received By: _____

Please FAX to 775-3685 or Deliver to 013 Dunbar Library
Note: Incomplete requests may result in your order being delayed.

Client Information

Name												
Department												
Campus Address												
Phone												
Banner No.	Fund				Org				Program			

Order Prints (Please attach additional sheets for orders that exceed this table)

Proof Sheet #	Frame #	(M) Matte or (G) Glossy	No. of Prints									
			Wallets (4)		4 x6		5 x7		8 x10		11 x14	
			1st	Addit'l	1st	Addit'l	1st	Addit'l	1st	Addit'l	1st	Addit'l
			\$5.25	\$3.50	\$3.50	\$1.75	\$5.25	\$3.50	\$10.50	\$7.00	\$17.50	\$13.00
		M / G										
		M / G										
		M / G										
		M / G										
		M / G										
		M / G										
		M / G										
		M / G										
Total # Prints												
Print Price												

Delivery Options

Hold for Pickup

Deliver (Campus)

Mail

Delivery Address

Digital Print Cost

Order Digital Files

Proof Sheet#	Frame#	Proof Sheet#	Frame#	Proof Sheet#	Frame#	Proof Sheet#	Frame#

Delivery:

Email (Enter Below) CD (\$1.28)

Digital File Cost:

\$5.00 x # of Images =

\$1.28 x # of CDs =

Special Instructions (e.g., black and white, borders, etc.):

Due Date:

Total Cost:

Prints \$ + Digital Files \$ + CD(s) \$ = \$