



# 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	Rowdy Raider														
Department	Communications and Marketing														
Campus Address	106 Allyn Hall														
Phone	x5555														
Banner No.	Fund					Org					Program				
	1	1	1	1	1	2	2	2	2	2	3	3	3	3	3

### 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
1234	001	M / G			1	5						
	003	M / G			1							
5678	010	M / G							1			
		M / G										
		M / G										
		M / G										
		M / G										
		M / G										
Total # Prints					2	5			1			
Print Price					\$7.00	\$8.75			\$10.50			

#### Delivery Options

Hold for Pickup

Deliver (Campus)

Mail

#### Delivery Address

106 Allyn

#### Digital Print Cost

\$26.25

### Order Digital Files

Proof Sheet#	Frame#	Proof Sheet#	Frame#	Proof Sheet#	Frame#	Proof Sheet#	Frame#
5589	008						
5589	009						

#### Delivery:

Email (Enter Below)  CD (\$1.28)

Denise.Robinow@wright.edu

#### Digital File Cost:

\$5.00 x # of Images	2	=	10.00
\$1.28 x # of CDs	0	=	0.0

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

#### Due Date:

1/23/2011

#### Total Cost:

Prints \$ 26.25 + Digital Files \$ 10.00 + CD(s) \$ 0.0 = \$ 36.25