

Photography Request

Fax to 915-1298

Day _____ Date ____/____/____ Time _____

Photo

Location _____

Contact at photo location _____ Phone _____

Department to be charged _____ Account# _____

Request by _____ I will () will not () attend shoot Phone _____

Subject _____

Instructions _____

—

Deadline _____

() Email best photos to: _____

() I will come to Imaging Services to pick up CD/DVD of all Images.