

# Photography Services Request Form

*Please inter-office mail to: Barbara Goodwin/Photography Services. Or fax to Publishing Services 465-1096. All jobs require two weeks notice.*

Name of event: \_\_\_\_\_

Due date: \_\_\_\_\_

Requested by: \_\_\_\_\_

Phone number: \_\_\_\_\_ E-mail: \_\_\_\_\_

Account #: \_\_\_\_\_ Department: \_\_\_\_\_

Fiscal Agent \_\_\_\_\_

What will these images be used for?    Web            USI Printed Publications            Other

Size needed:    3x5    4x6    5x7    8x10    other

Subject/Event-Location-Date/Time-Special Instructions (including staff to contact at event)

We will call you to confirm the photo shoot. If you don't hear from us, please call 465-7130.