Request for Service

Please fill out this form for any service that you would like to request from the Visual Resources Center. Please be aware that most requests for service may take up to 4 days to fulfill. If you need something fulfilled sooner, please let me know and I will try to accommodate the request. I can provide the file on a CD or DVD and depending on file size I can email the file to you. If you would like the file on something else (like a flash drive or external hard drive) you will need to provide it yourself.

Date ______________________________ Name __________________________

Title/Description of Work to be Copied __________________________________________

Original Author of work ________________ Pages/Number of Items _________

Type of Work to Copy: TEXT PHOTO VIDEO ARTWORK

File format of copied file: PDF JPG TIFF DOC VIDEO Other________

How will you use the file (class pres./send to publisher/print) ________________

Are there any file requirements (file size, dpi, etc.)? _______________________

Do you need the file sooner than 4 days? ______________________________________

How do you want the file? CD DVD Flash Drive External Drive Email

Comments/Additional Information:
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