

Name \_\_\_\_\_ P.I. \_\_\_\_\_

Phone \_\_\_\_\_ Dept. \_\_\_\_\_

Project name for archiving: \_\_\_\_\_

PTAEO: \_\_\_\_\_ • \_\_\_\_\_ • \_\_\_\_\_ • 833610 • \_\_\_\_\_

**Order ID:** \_\_\_\_\_

**In Date:** \_\_\_\_\_

**Due Date:** \_\_\_\_\_

**Rush Charges:**

- 100% 24 hour turnaround  
 200% same day turnaround

**PURPOSE of WORK:**

**BILLING CATEGORY:**

- Clinical: QA/QI \_\_\_\_\_ Lab \_\_\_\_\_ Other \_\_\_\_\_  
 Teaching: Path 100 \_\_\_\_\_ Graduate (BBS) \_\_\_\_\_ PA Prog \_\_\_\_\_  
 Research:  Grant Name: \_\_\_\_\_  
 Poster (mtg/location): \_\_\_\_\_  
 Department  Resident  Outreach  Other: \_\_\_\_\_

Professional Development:

- Conference: \_\_\_\_\_  
 Publication: \_\_\_\_\_  
 Grant Application: \_\_\_\_\_  
 Lecture (title/series): \_\_\_\_\_  
 Other: \_\_\_\_\_

**WORK DESCRIPTION:**

**SCANS**

Slide Scans

Flatbed Scans

- Slide Scan "Package" \_\_\_\_\_  Flatbed Scan for print \_\_\_\_\_  
 Slide Scan w/CC \_\_\_\_\_  Flatbed Scan Only \_\_\_\_\_  
 Slide Scan Only \_\_\_\_\_  Microscope Slide \_\_\_\_\_

Requested format: dpi \_\_\_\_\_ jpg \_\_\_\_\_ tiff \_\_\_\_\_ pdf \_\_\_\_\_

Return to client:  CD  Email  FTP transfer  Flashdrive

**POSTERS**

Title Banner \_\_\_\_\_

Dig. Poster \_\_\_\_\_ size \_\_\_\_\_ x \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_

Set-up \_\_\_\_\_  Proof \$15.00 (recomm.)  Mailing Tube \$2.00 \_\_\_\_\_

**PRINTS**

Images per page: \_\_\_\_\_ Total of each image: \_\_\_\_\_

Reposition charge

<input type="checkbox"/> 9800 (Epson)	<input type="checkbox"/> Letter	First	Dups
	<input type="checkbox"/> Tabloid		
<input type="checkbox"/> Laser (Xerox)	<input type="checkbox"/> Letter	First	Volume
	<input type="checkbox"/> Tabloid		

POSTER BOARD  Letter 10.3" x 12" \_\_\_\_\_  Whole Board \_\_\_\_\_  
 Legal 10.5" x 16" \_\_\_\_\_  Special Sizes \_\_\_\_\_

Material Costs: \$ \_\_\_\_\_ Special Charges: \$ \_\_\_\_\_

**GRAPHIC LABOR:**