

Huxley Map Library
Scanning/Printing Form & Receipt

Name: _____
Student #: _____
Phone Number: _____
Email address: _____
DATE: _____
Need by: _____
Class/Instructor: _____

Please Circle One: Would you prefer us to *PHONE* or *EMAIL* you when you request is ready??

SCANNING:

Item to be Scanned: _____

Resolution (*Circle One*):

100 dpi

300 dpi

600 dpi

Other: _____

File Format (*Circle One*):

.TIFF

.JPEG

Other: _____

B/W or Color? _____

PRINTING:

Item to be Printed: _____

****Please attach proof!!**

B/W or Color? _____

Software (PPT, Adobe, etc.): _____

Size of Item:

height _____

width _____

Paper Type (*Circle One*):

Lightweight

Heavyweight

Semigloss

PROJECT COST: _____

*Cash & Credit Cards not accepted. Please make checks payable to **Huxley Map Library**.

For JV Budget Charges,

Budget Type (*Please Circle One*): Grant, Foundation, or Operating

FAST Index Code: _____

Budget Authority: _____

(Name)

(Signature)

Job/Receipt Number: 2008- - _____

I hereby agree and have read the policies for the use of the large format scanner and printer:

Date/Time job completed: _____ Date/Time of pick-up: _____

Staff Initials: _____ Patron Signature (at pick-up): _____