



CREATIVE AND MARKETING GROUP

Phone: (205) 934-5310

Fax: (205) 975-6339

# PICTURE REQUEST FORM

To request an existing photo, please complete this form and return by fax to the attention of Steve Wood. Unless otherwise indicated, the image requested will be e-mailed to the requester.

If you need new photography, please call our office to schedule a shoot.

Date: \_\_\_\_\_

Requester's Name: \_\_\_\_\_ Department: \_\_\_\_\_

Campus Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Fax: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Account Number: \_\_\_\_\_

\* Fees associated with your request will be charged to your account.

Description of Photo: \_\_\_\_\_

\_\_\_\_\_

Size Needed: \_\_\_\_\_

<u>Photo Usage</u>	Brochure	Letterhead	Newsletter	Newspaper
	PowerPoint	Screen Print	Signage	TV
	Video	Web Site	Specialty Item: _____	
	Other: _____			

<u>Colors</u>	Black and White	Full Color
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<u>Platform</u>	Mac	PC	Other: _____
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<u>Software</u>	Illustrator	Photoshop	PowerPoint	QuarkXpress	Word
	WordPerfect	Other: _____			

### Internal Use Only:

Photographer: \_\_\_\_\_ Date Shot: \_\_\_\_\_

Project Shot For: \_\_\_\_\_ Models: \_\_\_\_\_

Rights Expiration: \_\_\_\_\_ Agency: \_\_\_\_\_

Special Instructions: \_\_\_\_\_