VRC WORK REQUEST ORDER FORM

Todays date:______________ Date needed:____________________________

Course: AH________ Course: FA________ Course: other________

Please circle requestor below:
BVB Bjelajac Brown Dumbadze Jacks Kessmann Natif Obler Ozdogan Rigg Robinson Sethi Sham
Other requestor________________________ email______________________________

Source artist/subject/author:______________________________________________

Source title:____________________________________________________________

Source alternate:________________________________________________________

Please circle work below:
PPT images MDID images PDF BB Web Slide collection Other work/ images

Notes:

staff use only - file count:
dng/tif ______
jpg _______
pdf pages ______
other _________
total __________

below staff use only:

MDID cataloguing
Research$ folder name: ____________________________

MDID Order number:____________

MDID Source number:__________

Date image work completed (staff initials):______________________________

Date cataloguing work completed (staff initials):____________________________

Date work delivered to requestor (staff initials):____________________________