

Job No: _____

Date: _____

Media Conversion Request Form

Job Title: _____

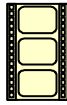
Contact Person: _____ Phone: _____

Department: _____ TCE ___ TAEX ___ Other ___

Account Number: _____ PO Number (or L Doc): _____

Date Needed: _____

Type of Media: ___ 35mm film



Number of frames (or pictures): _____

___ 35mm slides



Number of slides: _____

If you are sending film, what kind is it?

___ Positive - Most makes of positive slides and reversal film. These films have a black film base, and the image in each frame appears in its actual colors.

___ Neg (Color) - Color film negatives. Color negatives can be identified by their orange-tinted film base and by the fact that the colors in the images are reversed.

___ Neg (Mono) - Black-and-white negatives.

___ Kodachrome - Kodachrome positives.

All media will have to be evaluated by our staff before scanning. Film may require trimming or cutting into sections.

Unless otherwise specified, the media will be converted using default settings of 600 dpi files, eight bit color depth, Calibrated RGB or Grayscale according to media and auto enhanced. They will be saved on CD-ROM discs.

Special Instructions: _____

Delivery Instructions: _____
