

STUDIO: \_\_\_\_\_ DATE SHOT: \_\_\_\_\_

SCHOOL: \_\_\_\_\_ JOB #: \_\_\_\_\_ ENROLLMENT: \_\_\_\_\_

**RUSH:**  Level 1  Level 2

Are These Retakes?  Yes  No

**FILM:** # Rolls \_\_\_\_\_ # Cut Negs \_\_\_\_\_ CD/DVD \_\_\_\_\_ FTP \_\_\_\_\_ Lab Use: Film Dev \_\_\_\_\_

Film Scanning: Low Res \_\_\_\_\_ Med Res \_\_\_\_\_ High Res \_\_\_\_\_ # Film Splices \_\_\_\_\_ # Scans \_\_\_\_\_

**PROOFS**

FILM: Film Size:  35 MM Long Roll  135  70 MM

		Qty.	Gummed		Qty.	Gummed
Long Roll Contacts:	Plain _____	_____	_____	© Proof _____	_____	_____
Double Run:	Plain _____	_____	_____	© Proof _____	_____	_____
Triple Run:	Plain _____	_____	_____	© Proof _____	_____	_____
Enlarged Contacts:	Plain _____	_____	_____	© Proof _____	_____	_____

DIGITAL: \_\_\_\_\_ Qty. Gummed \_\_\_\_\_ Qty. Gummed

Standard Proof:	Plain _____	_____	_____	© Proof _____	_____	_____	Lab Use:
Enlarged Proof:	Plain _____	_____	_____	© Proof _____	_____	_____	Downloaded _____
Cropped Proof:	Plain _____	_____	_____	© Proof _____	_____	_____	Proofs Printed _____
Senior Proof:	Plain _____	_____	_____	© Proof _____	_____	_____	# Sheets Dig _____
Studio Proof:	Plain _____	_____	N/A	© Proof _____	_____	N/A	# Sheets Dig Gum _____

SPECIAL EFFECTS PROOFS: \_\_\_\_\_ # Feet Film \_\_\_\_\_

Each Image Shown as \_\_\_\_\_ # Feet Film Gum \_\_\_\_\_

Colour and B&W: Plain \_\_\_\_\_ © Proof \_\_\_\_\_

Each Images Shown as \_\_\_\_\_

Colour, B&W, and Sepia: Plain \_\_\_\_\_ © Proof \_\_\_\_\_

SPECIAL INSTRUCTIONS: \_\_\_\_\_

**CD ORDERS**

CD Format:  Maplewood  Trillium  Follett  Lifetouch  eSIS  Other Lab Use CD \_\_\_\_\_

Yearbook: Crop \_\_\_\_\_ in. Resolution \_\_\_\_\_ dpi  Colour  Grayscale  JPEG  TIFF  GIF  BMP SIO \_\_\_\_\_

Special Instructions: \_\_\_\_\_ SNO \_\_\_\_\_ SME \_\_\_\_\_

**STUDENT CARD ORDERS**

French  English  PVC  Photo Paper Lab Use \_\_\_\_\_

Data to Appear on Card: \_\_\_\_\_ SIO \_\_\_\_\_

School Name (exactly as it should appear on card) \_\_\_\_\_ SNO \_\_\_\_\_

Last Name, First Name  First Name Last Name  Year  Grade \_\_\_\_\_

Teacher  Home Room  Date of Birth \_\_\_\_\_ SME \_\_\_\_\_

School Crest  School Photo as Background Halftone \_\_\_\_\_ Card Layout \_\_\_\_\_

Barcode Barcode Represents: \_\_\_\_\_ Barcode Font: \_\_\_\_\_ Test Crd Made \_\_\_\_\_

Special Instructions: \_\_\_\_\_ # of Cards \_\_\_\_\_

**ROLODEX**

Data to Appear on Card: \_\_\_\_\_ Lab Use: \_\_\_\_\_

School Name  Last Name, First Name  First Name Last Name  Grade \_\_\_\_\_ SIO \_\_\_\_\_

Teacher  Home Room  Home Address  Home Phone \_\_\_\_\_ SNO \_\_\_\_\_

Mother's Name  Mother's Phone  Father's Name  Father's Phone \_\_\_\_\_ SME \_\_\_\_\_

Emergency Contact Info Other: \_\_\_\_\_ Setup \_\_\_\_\_ # Sheets \_\_\_\_\_

**MUG SHEETS**

Organized by:  Teacher  Home Room  Class  Grade Lab Use: \_\_\_\_\_ SME \_\_\_\_\_ SIO \_\_\_\_\_

Setup \_\_\_\_\_ SNO \_\_\_\_\_ # Sheets \_\_\_\_\_

**PACKAGE LABELS**

I'll apply to package  Adanac will apply to package Lab Use: \_\_\_\_\_ # Sheets \_\_\_\_\_

# Pkgs \_\_\_\_\_ Invoiced \_\_\_\_\_