

## Instructional Support Center

### Drop Off Production Services Request Form

#### Picture Scanning

Client Information					
Client Name:				Date:	
Department:					
Email:				Phone:	
Service Request Information					
Project Description: (Attach a separate sheet if necessary).					
Payment Information					
<b>NOTE:</b> <ul style="list-style-type: none"> <li>Price: \$3.50 for each image file produced. This price includes one CD-ROM containing the image files.</li> <li>Additional CD-ROM copies may be requested, at a cost of \$1.50 per additional CD-ROM.</li> <li>This price includes scanning, rotation, resizing, and cropping of each image.</li> <li>Image editing at this price is limited to adjustment of brightness and contrast only. Additional image editing requests are subject to approval, and will incur an additional production charge of \$35.00 per hour of editing, with a minimum charge of \$35.00.</li> </ul>					
1. Number of image file to be produced: _____ 2. Format: <input type="checkbox"/> JPEG <input type="checkbox"/> TIFF <input type="checkbox"/> Other _____ 3. Final image resolution: _____ dpi (dots per inch) 4. Additional image editing charges: _____ hours at \$35.00/hour = \$ _____ (minimum additional charge of \$35.00) 5. Additional CD-ROM copies: _____ at #1.50 per copy = \$ _____					
<b>Limit of Liability:</b> The Instructional Support Center does its best to ensure that your material is handled with the utmost care and confidentiality. Submitting any media including film, print, slide, video tape, VCD or DVD to the Instructional Support Center for transfer or other handling constitutes an AGREEMENT by you that any damages or loss by the Instructional Support Center and Temple University and its staff will only entitle you to replacement with a like amount of unexposed film, slides, video tape, VCD, DVD, etc.. Except for such replacement the acceptance of the material is without other warranty or liability, and recovery for incidental or sequential damages is excluded. Unauthorized recording of copyright material will not be transferred or duplicated. The equipment used by the ISC respects sources which are protected from duplication and any such media cannot be transferred or duplicated and will be returned to the client upon detection. Also, by signing you authorize Computer Services to charge the FOAPAL listed below or the Diamond Dollar Account provided.					
<input type="checkbox"/> FOAPAL				<input type="checkbox"/> Diamond Dollars Charged	<input type="checkbox"/> Total Amount:
<b>Fund</b>	<b>Org</b>	<b>Account</b>	<b>Program</b>		
Client Signature:				Date:	
ISC Use Only:					
Initial Contact:				Drop Off Location:	
Project Lead:				<input type="checkbox"/> HSC <input type="checkbox"/> Tech Center	
Comments:					
Materials are scheduled for pick up on: _____				Location: HSC <input type="checkbox"/> ISC   Tech Center <input type="checkbox"/>	
Total Amount Due: \$ _____				Payment Received <input type="checkbox"/>	
<i>Initials of ISC Consultant verifying completion of form</i>					