

Instructional Support Center

Drop Off Production Services Request Form

Slide Scanning

Client Information																																							
Client Name:					Date:																																		
Department:																																							
Email:					Phone:																																		
Service Request Information																																							
Project Description: (Attach a separate sheet if necessary).																																							
Payment Information																																							
<ul style="list-style-type: none"> ❖ Price: The pricing below is for orders of 50 slides or more with slide mounts in good condition that can be processed through the bulk slide feeder. Certain slide mounts may jam the bulk feeder, and, because these slides are more labor intensive to process, an extra \$0.10 per slide will be charged and the delivery date will be delayed. A consultant will contact you for your approval before proceeding if this occurs. ❖ For orders less than 50 slides, the charge will be equal to the amount charged to process 50 slides. ❖ Prices do not include cropping, rotation, or image touch-up. 																																							
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="padding: 5px;">Scanning Resolution</th> <th style="padding: 5px;">JPEG image size in MB</th> <th style="padding: 5px;">TIFF image size in MB</th> <th style="padding: 5px;">Print size in inches (W)</th> <th style="padding: 5px;">Print size in inches (H)</th> <th style="padding: 5px;">Images per CD JPEG</th> <th style="padding: 5px;">Images per CD TIFF</th> <th style="padding: 5px;">Price per slide (including the CD)</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;">150 dpi</td> <td style="padding: 5px;">0.6</td> <td style="padding: 5px;">1.45</td> <td style="padding: 5px;">6</td> <td style="padding: 5px;">4</td> <td style="padding: 5px;">1077</td> <td style="padding: 5px;">483</td> <td style="padding: 5px;">\$0.50</td> </tr> <tr> <td style="padding: 5px;">300 dpi</td> <td style="padding: 5px;">2.5</td> <td style="padding: 5px;">6.17</td> <td style="padding: 5px;">6</td> <td style="padding: 5px;">4</td> <td style="padding: 5px;">280</td> <td style="padding: 5px;">113</td> <td style="padding: 5px;">\$0.75</td> </tr> <tr> <td style="padding: 5px;">600 dpi</td> <td style="padding: 5px;">9.2</td> <td style="padding: 5px;">24.5</td> <td style="padding: 5px;">6</td> <td style="padding: 5px;">4</td> <td style="padding: 5px;">76</td> <td style="padding: 5px;">28</td> <td style="padding: 5px;">\$1.00</td> </tr> </tbody> </table>								Scanning Resolution	JPEG image size in MB	TIFF image size in MB	Print size in inches (W)	Print size in inches (H)	Images per CD JPEG	Images per CD TIFF	Price per slide (including the CD)	150 dpi	0.6	1.45	6	4	1077	483	\$0.50	300 dpi	2.5	6.17	6	4	280	113	\$0.75	600 dpi	9.2	24.5	6	4	76	28	\$1.00
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1. Format: <input type="checkbox"/> JPEG <input type="checkbox"/> TIFF 2. Scanning resolution: _____ dpi 3. Number of slides: _____																																							
Limit of Liability: 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:																																	
<u>Fund</u>	<u>Org</u>	<u>Account</u>	<u>Program</u>																																				
Client Signature:					Date:																																		
ISC Use Only:																																							
Initial Contact:					Drop Off Location:																																		
Project Lead:					<input type="checkbox"/> HSC <input type="checkbox"/> Tech Center																																		
Comments:																																							
Slides are scheduled for pick up on: _____				Location: HSC ISC <input type="checkbox"/> Tech Center <input type="checkbox"/>																																			
Total Amount Due: \$ _____				Payment Received <input type="checkbox"/>																																			
<i>Initials of ISC Consultant verifying completion of form</i>																																							