MICHIGAN ENGINEERING
UNIVERSITY of MICHIGAN ■ COLLEGE of ENGINEERING

Communications and Marketing

Photo Print Request Form

UPON RECEIPT OF ROUTER, PLEASE FORWARD WITHIN 48 HOURS

Date: Short Code:

To:

Event/Subject:

Date of Shoot:

Photography Credit:

These images are for your review. To place an order, please complete the information below. Your order will be placed via Communications and Marketing.

Please pass along the entire package (when necessary). Once all have seen the images, route the package back to:

Mira Lancaster - Communication and Marketing
3214 School of Information North, 1075 Beal Avenue
Campus ZIP 2112, or email form to mlancast@umich.edu

All orders are placed as soon as possible upon return of the router. If your order is needed by a certain date, please call Mira directly (647-7088) for placement of your order before forwarding the router on to the next recipient. Unless specified, reprints will be 5 x 7, matte, color prints. In most cases, the unit covering the cost of the photographer also covers the cost of the reprints. This CD will be filed in C&M photo binders for future reference and ordering.

Requested by	Roll# Image #	Quantity	Purpose

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