Visual Resources Collection - Image Order Form

Workflow Checklist

_____Scanned/shot
_____Photoshop
_____Added to Porfolio/DAVID
_____Added to Server
_____Faculty contacted
_____Materials returned

Today's date _____
Date needed _____
Faculty name _____
Course_____

Image Source (please use separate sheet for each source)

Title of book or journal: _____
Web site url: _____
Author:_____

Total # of Images Requested _____

Accession Number (VRC use only)	Page or plate number	Notes/Special instructions