

VISUALIZATION LABORATORY WORK ORDER

Date in: _____ Date due: _____

Name: _____

Phone or E-mail: _____

Department: _____
(list if outside School of Life Sciences)

Professor: _____
(if applicable)

Please check purpose for work request:

- GRANT
- PUBLICATION / JOURNAL
- CONFERENCE
- BOOK
- CLASS
- OTHER _____

METHOD OF PAYMENT:

Account / Grant Number: _____

(VERY IMPORTANT) Jobs will not be started without a valid account number and authorized signature)

Account Signer: _____
(print name)

Account Signer: _____
(signature)

Check (make payable to ASU School of Life Sciences)

Cash (exact change only)

Account notes (if applicable):

TYPE OF JOB:

• Poster/Banner

First come, first served basis—no rush fee

\$4.55 per square foot—semi-gloss paper
(one side not to exceed 60 inches)

\$6.55 per square foot—vinyl banner
(one side not to exceed 34 inches)

Final Dimensions _____ x _____

Number of posters _____

File type/version: _____
(Powerpoint, Indesign, PDF, AI, etc.)

Platform: PC Mac

• Scanning

(\$1.25 for each scan for flatbed, slide, & 35mm scanning. \$2.00 for each medium & large format film scanning)

Slides Flatbed 35mm film

Medium and large format film

Resolution _____ File type _____
(JPG, TIFF, etc.)

Quantity _____

• Graphic Design, Illustrations and Photography

All web designing, graphic design, file conversion, and digital photography is charged in 15 minute increments based on \$36/hr (Minimum charge is \$9 for 15 minutes)

Webpage Design Graphic Design Illustration

Digital Photography File Conversion

Other _____

FINAL JOB APPROVAL _____
(signature)

Special Instructions:	FOR VISLAB USE ONLY	
	Materials and Costs:	
	Hours:	Charge: \$