



Office of External Affairs
 Grace Jacobs Building, Room MC 09
 Phone: (410) 951-4200
 Fax: (410) 951-4201
 Web: www.coppin.edu/oea

Photography/Videography Order Form

BUDGET NUMBER	DATE REQUESTED
BUDGET NAME	
DEPARTMENT / CONTACT NAME	DATE DUE
PHONE	

BUDGET ENCUMBRANCE
(Entered by Publications Services for \$_____ encumbrance only. Not a quotation)

AUTHORIZED DEPARTMENT NAME / SIGNATURE

 Name _____ Date _____
(Signature required before work can begin. Signature authorizes expenditure from the named budget and acceptance of the Terms and Conditions.)

ALTERNATE PAYMENT METHOD
CASH \$ _____ **CHECK/MONEY ORDER #** _____

Photography	QTY.	TOTAL	
	_____	_____	Labor \$25 per hour (evening and weekend events/ includes a CD)
	_____	_____	4 x 6" \$1
	_____	_____	5 x 7" \$4
	_____	_____	8 x 10" \$7
	_____	_____	CD \$10 (holds up to 200 pics.)
ADDITIONAL COMMENTS _____			

Videography	QTY.	TOTAL	
	_____	_____	Labor \$30 per hour (evening and weekend events/ includes one DVD)
	_____	_____	VHS \$25
	_____	_____	DVD \$20
	_____	_____	Editing \$25
	_____	_____	Copies \$5 (each additional)
ADDITIONAL COMMENTS _____			

TOTAL ENCLOSED \$ _____