

# SLIDE DIGITIZATION REQUEST FORM

Date \_\_\_\_\_

Name \_\_\_\_\_

Circle one: Faculty Grad Staff

Department \_\_\_\_\_

Course title \_\_\_\_\_

1-50 slides scanned require 1 week processing time.  
51-100 slides scanned require 2-3 weeks processing time.  
101 slides or more are subject to estimation.

Number of slides \_\_\_\_\_

Date Needed \_\_\_\_\_

Notes:

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**For office use only**

Batch # \_\_\_\_\_

Notes: