University of Glasgow

Photographic Unit
Tel. 0141 330 5433
www.glasgow.ac.uk/photounit

JOB FORM

Name:	Date in:
Department:	Date required:
Address:	Budget Code:
	Total £:
	VAT: £
Tel: Ext:	Grand Total £:
Email:	Finance Office no. (PU use only)

Digital Services

(We can digitise most originals including; flat artwork, books, film etc.)

Digitisation-Medium Format (Highest possible quality. Choose Multi shot for capturing extreme detail.)	☐ Single Shot ☐ Multi-Shot	Resolution:_____dpi *(300 dpi unless specified)*
Digitisation-DSLR Camera System (High quality suitable for most requirements)	☐	Qty_____

What are you having digitised?

☐ Flat Artwork ☐ Book ☐ Film ☐ Other:_____

Book a photographer for studio or location photography

(Events, publicity, press release, research, conferences, group photos, graduations etc.)

☐ Studio ☐ Location

☐ Out-of-hours work

hrs. £

Digital Printing from files and negatives

Size	Colour / B/W	University Card Mounts. (Blue with gold leaf Uni Crest)	Wood frames 12x10 (Fits mounted 10x7 prints)
7x5			
10x8/10x7			
12x10			
16x12			
20x16			

Special instructions / details