

**TO: DLA Installation  
Management at Columbus  
Multimedia Dept.**

# REQUEST FOR PHOTOGRAPHY

**Routine work orders will be completed within 5 days.  
Emergencies require justification and supervisor approval.  
To request Photography support e-mail completed form to:  
[DSCC.Multimedia.Scheduler@dla.mil](mailto:DSCC.Multimedia.Scheduler@dla.mil)**

## Section A - CUSTOMER INFORMATION

DATE OF REQUEST: _____	POINT OF CONTACT: _____
EVENT DATE: _____	ORGANIZATION: _____
EVENT TYPE: _____	PHONE/DSN: _____
EVENT LOCATION: _____	E-MAIL ADDRESS: _____
START TIME: _____	ORGANIZATIONAL ADDRESS: _____
END TIME: _____	

## Section B - PRODUCTS AND SERVICES REQUESTED

**Title or Description of Work (Include Justification and Supervisor Approval for Emergencies):**

## DES-CT OFFICE USE ONLY

Item No.	Item Requested	Size	Quantity	Units	Labor Hours
1.	Digital Image Only (File Format)				
2.	Digital Print				
3.	Enlarged Print	8 x 10			
		5 x 7			
		Passport/ISO			
		DISC			
4.	Copy Work				
5.	Travel/Shooting Time (Command ONLY)				
6.	Slideshow Production				
<b>Totals:</b>					

<b>Called for Pickup:</b>	<b>Date &amp; Time:</b>
Work Completed By: _____	Date Completed: _____
	Job Order Number _____