

NIST-789 (REV. 8-2003) ADMAN 2.01		U.S. DEPARTMENT OF COMMERCE NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY		CONTROL NUMBER		REVIEW DATE		
				DATE IN		DATE DUE		
REQUEST FOR VISUAL ARTS SERVICES								
MOST IN-HOUSE SERVICES ARE FUNDED THROUGH OVERHEAD; COST FOR OVERTIME, PHOTOGRAPHIC PROCESSING, SIGNAGE AND POSTER PRODUCTS ARE CHARGED DIRECTLY TO COST CENTER.								
CLIENT (NAME)		TELEPHONE EXTENSION			PROJECT-TASK (xxxxxxx-xxx)			
ESTIMATED COST		CONTRACTOR (NAME)			REQUISITION NUMBER			
TOTAL COST		AUTHORIZED (SIGNATURE)			ORGANIZATION (xx-xx-xxxx-xx-xx-xx-xx)			
GRAPHIC AND SIGNAGE SERVICES - CLIENT PROVIDES THE FOLLOWING:								
TYPE OF ORIGINAL FURNISHED (HARDCOPY, FILM OR ELECTRONIC FILE)		QUANTITY	APPLICATION	FILE NAME	GENERAL INFORMATION			
1.								
2.								
GRAPHIC AND SIGNAGE SERVICES - REQUESTED BY CLIENT								
SERVICES REQUESTED	PURPOSE OF PRODUCT		SIZE	QUANTITY	LAMINATED	BACKED	MOUNTED	SUBTOTAL
<input type="checkbox"/> CONSULTATION	<input type="checkbox"/> AWARD CERTIFICATES	<input type="checkbox"/> PRINTS						
<input type="checkbox"/> DESIGN	<input type="checkbox"/> BROCHURES	<input type="checkbox"/> PUBLICATIONS						
<input type="checkbox"/> ILLUSTRATION	<input type="checkbox"/> CHARTS OR GRAPHS	<input type="checkbox"/> SIGNS						
<input type="checkbox"/> PRODUCTION	<input type="checkbox"/> DISPLAYS OR EXHIBITS	<input type="checkbox"/> SLIDES						
<input type="checkbox"/> OTHER	<input type="checkbox"/> FLYERS	<input type="checkbox"/> TENT CARDS						
	<input type="checkbox"/> POSTERS	<input type="checkbox"/> VUGRAPHS						
	<input type="checkbox"/> POSTER TITLES	<input type="checkbox"/> WEB PAGES						
DETAILED DESCRIPTION OF GRAPHIC OR SIGNAGE SERVICES								
PHOTOGRAPHIC SERVICES								
CALL DENEASE ANDERSON, EXTENSION 8588, FOR SCHEDULING PHOTOGRAPHIC APPOINTMENTS. PROVIDE APPOINTMENT INFORMATION BELOW								
NAME		LOCATION (BUILDING/ROOM)	DATE	TIME	OTHER			
1.								
2.								
3.								
PHOTOGRAPHIC SERVICES - CLIENT REQUESTS THE FOLLOWING								
SERVICES REQUESTED		PURPOSE OF PRODUCT	SIZE	QUANTITY	COLOR	BLACK AND WHITE		
<input type="checkbox"/> CONSULTATION		<input type="checkbox"/> DISPLAYS						
<input type="checkbox"/> ELECTRONIC IMAGE MANIPULATION (COLOR CORRECTION, RETOUCHING)		<input type="checkbox"/> ELECTRONIC FILES						
<input type="checkbox"/> PASSPORTS		<input type="checkbox"/> PRINTS						
<input type="checkbox"/> PORTRAITS		<input type="checkbox"/> SLIDES						
<input type="checkbox"/> LOCATION PHOTOGRAPHY		<input type="checkbox"/> VUGRAPHS						
<input type="checkbox"/> STUDIO PHOTOGRAPHY		<input type="checkbox"/> WEB PAGES						
<input type="checkbox"/> OTHER		<input type="checkbox"/> OTHER						
DETAILED DESCRIPTION OF PHOTOGRAPHIC SERVICES								
PROOF ACCEPTANCE (SIGNATURE)		DATE	HOW ARE WE DOING? (CHECK ONE)					
			<input type="checkbox"/> YES (IF YES, SATISFIED WITH SERVICE OF JOB)					
COMPLETED WORK ACCEPTANCE (SIGNATURE)		DATE	<input type="checkbox"/> NO (IF NO, LIST MAJOR CONCERN NOT MET?)					

DISTRIBUTION: ORIGINAL - VISUAL ARTS; COPY - CUSTOMER.

ADMINISTRATION/IPSG ELECTRONIC FORM