



## Photo Session Order Form

**PHOTO SESSIONS OFFERED BY APPOINTMENT ONLY:**

**Monday/Wednesday/Friday 10am-12pm. CALL the BuzzCard Center to schedule: 404-894-2899.**

**Sessions ordered for official campus purposes must be funded by a departmental entity or campus partner. Forms for these sessions must include project id and account to be charged, and must be authorized by a party with delegated budgetary authority for the funding unit. For official purposes sessions, one photo proof of the customer's choice will be uploaded to the Georgia Tech Communications & Marketing Campus Photo Repository. All customers must sign a photo release form prior to receiving a studio headshot photo session.**

**Customer** \_\_\_\_\_ **gtID** \_\_\_\_\_  
**eMail** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Photo Studio Session (\$50)** \_\_\_\_\_ **Passport Only (\$12)** \_\_\_\_\_

**Session for Official GT Business Purposes?** YES \_\_\_\_\_ NO \_\_\_\_\_

**If Yes, Party Responsible for Payment:**

**Department Name** \_\_\_\_\_ **Department #** \_\_\_\_\_ **Phone** \_\_\_\_\_

**Project Id** \_\_\_\_\_ **Account Number** \_\_\_\_\_ **Campus Ref** \_\_\_\_\_

**Email Address for Proof Submission** \_\_\_\_\_ **Email Owner's Name** \_\_\_\_\_

**Budgetary Authority** \_\_\_\_\_  
(Print Name) (Signature)

*For BuzzCard Office Use Only:*

**Photo Session Date** \_\_\_\_\_ **Photo Session ID** \_\_\_\_\_  
(last name + 5 digit photo session id)

**JE #** \_\_\_\_\_ **Invoice #** \_\_\_\_\_ **Doc ID** \_\_\_\_\_

**Official Business Purposes – Proof Selection:** \_\_\_\_\_

**Personal Purpose Proofs – Proof Selection:** \_\_\_\_\_

*The BuzzCard Center offers in-house digital photography (Passports and Headshots) to the entire GT Campus Community. Passport sessions are \$12 and include two printed passport photos (no digital or emailed proofs). Headshot studio sessions are offered at \$50. Proofs are provided digitally to customer (with print rights) on a thumb drive or other comparable storage device (included in session fee), and a digital proof is emailed to the funding department when applicable. Customers may utilize the services of private photo labs to order prints.*