

## Ordering Instructions:

- \* HI-RES DIGITAL PHOTOS ARE AVAILABLE AS **FREE** INTERNET DOWNLOADS. Simply e-mail us at the address above with the event date, event name, and file name(s) for the photos you would like. We will then send you an e-mail containing links to the location where you can download the photos. All photos are in JPEG format and will yield exceptional prints up to 11" x 14" from your personal printer or favorite photo developer. We do offer photo prints, but for a charge (see below). Allow 1-2 weeks for an e-mail with download instructions. Sorry, we do not sent out digital photos on CD.
- 1. Complete the table below if you wish to purchase only high-quality inkjet prints (EPSON 5500, 4800). All prices include sales tax and UW fees for sales to non-UW or non-state funding accounts).
- 2. Make personal check payable to: **"Board of Regents"**.
- 3. Send your personal check to the address at the bottom of the order form. Sorry, credit cards are not accepted.
- 4. Allow four weeks for print delivery. Allow two weeks for digital files to be posted.
- 5. Order processing begins only after payment is received. Please, no phone orders.

## PRINT ORDER FORM.

Event Name	Date	Filenames	Item (office use only)	Unit Price	Quantity	Total (\$)
			(2) 4x6 prints* (2815)	\$16.71	NA	=
			(2) 4x6 prints* (2815)	\$16.71	NA	=
			(2) 5x7 prints* (2815)	\$16.71	NA	=
			(2) 5x7 prints* (2815)	\$16.71	NA	=
			(2) 5x7 prints* (2815)	\$16.71	NA	=
			(1) 8x10 print (2825)	\$19.68	x _____	=
			(1) 8x10 print (2825)	\$19.68	x _____	=
			(1) 8x10 print (2825)	\$19.68	x _____	=
<i>* You can choose two separate photos for printing, or choose to have two copies of the same print.</i>						
<b>SUBTOTAL</b>						
<i>WI residents add 5.5% sales tax for prints. Multiply SUBTOTAL by .055 to calculate WI sales tax.</i>						
Digital photo retrieval from archives, print file creation, trim photos, package prints ( <i>Mandatory Charge</i> ) (2725)						\$15.22
USPS First Class Mail						\$4.95
<b>GRAND TOTAL</b>						<b>\$</b>

### Send order form and payment\* to:

Media Solutions Event Photography  
3284 Health Sciences Learning Center  
750 Highland Avenue  
Madison, Wisconsin 53705-2221

### \*Make personal check payable to: "Board of Regents"

Updated 4 January 2011  
EventPhotoOrderFormFY1v2.indd

### Your Mailing Address:

Name: \_\_\_\_\_

Street: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Daytime Telephone: \_\_\_\_\_