

Cal Poly Pomona University Library  
Special Collections  
909-869-2087

## Request for Photographic Duplication Services

Name \_\_\_\_\_

Business/Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_ E-mail \_\_\_\_\_

### Description of Materials

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

4. \_\_\_\_\_

5. \_\_\_\_\_

6. \_\_\_\_\_

(CONTINUE ON BACK)

Vendor name: \_\_\_\_\_

Vendor address: \_\_\_\_\_

Vendor phone: \_\_\_\_\_

The Library will deliver the material described above to the vendor who will then contact you for specific instructions. Please make arrangements for payment, and delivery or pick-up of your reproductions directly with the vendor.

Date items delivered to Vendor \_\_\_\_\_ Date Items Returned \_\_\_\_\_

Negatives for Library? \_\_\_\_\_