

1. Complete Option A section if you wish to purchase digital files ONLY. Complete Option B if you wish to purchase only high-quality inkjet prints (EPSON 4800). Price with either option, includes the UW fees for sales to non-UW or non-state accounts.
2. *Wisconsin residents please add 5.5% sales tax.*
3. Send your personal check to the address at the bottom of the order form. Credit cards are not accepted.
4. Allow up to four weeks for print delivery. Allow one week for purchased high-res digital files to be ready for download or e-mail.
5. Order processing begins only after payment is received. Please, no phone orders.
6. To identify an image's proof number, look for the three digits that precede the ".jpg" file suffix. *Example:* The proof number for the file entitled, "SMPH102707_.jpg" is proof for the event on that date. Make sure to include event name and date in the appropriate spaces below.

OPTION A: DIGITAL FILES ONLY.						
Event Name	Date	Proof #(s)	Item	Unit Price	Quantity	Total (\$)
			High-resolution digital file (300 dpi) ¹	\$ 10.00	x _____	=
GRAND TOTAL						\$

¹Files are made available for download from our website. Please include an e-mail address below so we can provide you with a link with which you can download the file.

OPTION B: PRINTS ONLY.						
Event Name	Date	Proof #(s)	Item	Unit Price	Quantity	Total (\$)
			4x6 print	\$15.60	x _____	=
			5x7 print	\$15.60	x _____	=
			8x10 print	\$18.60	x _____	=
			11x14 print	\$23.80	x _____	=
SUBTOTAL						
<i>Wisconsin residents add 5.5% sales tax for prints. Multiply SUBTOTAL by .055 to calculate WI sales tax.</i>						
File retrieval						\$14.25
USPS First Class Mail						\$3.00
GRAND TOTAL						\$

Send order form and payment* to:

Media Solutions Event Photography
 H6/137 Clinical Science Center
 600 Highland Avenue
 Madison, Wisconsin 53792-1618

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

Updated 28 May 2009
 EventPhotoOrderForm.indd

Your Mailing Address:

Name: _____

Street: _____

City, State, Zip: _____

E-mail address: _____

Daytime Telephone: _____