

SCAN REQUEST

Name: _____ **Email:** _____ **Cell:** _____

RECEIVED

NEEDED by

AT LEAST 24HRS NOTICE IS REQUIRED

Date: _____ **Time:** _____

Date: _____ **Time:** _____

Number of Items to be Scanned: _____

Pickup Method: **Email** **Dropping off a USB**

*All files will be scanned in **JPEG, 200dpi** resolution, unless otherwise specified.*

Carrier sheet will be used for delicate items with pencil/other media that could damage the scanner/ original work.