

MEDICAL MEDIA - GRAPHICS WORK REQUEST

Work Order Number

University of North Dakota School of Medicine & Health Sciences
 PO Box 9037, Grand Forks, ND 58202-9037
 Phone: 701.777.5046 FAX: 701.777.3894
 Email: und.med.medicalmedia@med.und.edu
 Dropbox: https://dropbox.med.und.edu/file



Client Information:

Client or Department: _____

Contact Person: _____

Phone: _____

Address: _____

E-mail: _____

UNDSMHS State UND Employee/Student

Medical Other

EMPL ID# _____

UND Acct # _____

Medical Media Use Only

Date/Time In: _____

Date/Time Due: _____

Phone/email Order taken by: _____

File Name: _____

Completed:	Client Notified:
By _____	By _____
Date _____	Date _____

phone
email

Instructions: _____

Medical Media Use Only						
UND Rates*		ITEM			Community Rates	
G25	(\$4.00/ft)	Economic Large Format Printing	(\$6.00/ft)	G24		
G26	(\$7.00/ft)	Archival Large Format Printing	(\$10.00/ft)	G27		
G32	(\$1.05)	Transparencies	(\$1.50)	G33		
		Miscellaneous Items (velcro, adhesive, foam core, boxes, binding, etc.)		G98		
		Delivery/Shipping		O29		

* UND Rates apply to Faculty, Staff, Students, and Affiliates of UND for work related to academic, instructional or research purposes. Personal work will be charged at the Community Rate.

▶ The copyright law of the United States, Title 17 US Code of Federal Regulations, governs the making of reproductions of copyrighted materials. I, the below signed, release Medical Media and its staff from any legal liability should this service violate the copyright law.

▶ Signature: _____ Date: _____