

| <b>MULTIMEDIA WORK ORDER</b>   |                          |  |                                | 1. Work Order No.                 | 2. Priority              | 3. Reimbursable  |
|--|--------------------------|--|--------------------------------|-----------------------------------|--------------------------|--|
| 7. Requester (Last Name, First Name)   |                          | 8. Grade   | 9. Telephone No.               | 4. Date/Time Received (YYYYMMDD)  |                          | 5. Logged in By  |
| 10. Organization   | 11. Office Symbol        | 12. E-mail Address                                   |                                | 6. Projected Completion Date/Time |                          |  |
| 13. Classification   | 14. Classified By        |  |                                | 15. Downgrade Schedule            |                          |  |
| 16. Support Required   | <input type="checkbox"/> | PHOTOS   | <input type="checkbox"/>       | <input type="checkbox"/>          | <input type="checkbox"/> | <input type="checkbox"/>                                     |
|  | <input type="checkbox"/> |  | <input type="checkbox"/>       | <input type="checkbox"/>          | <input type="checkbox"/> | <input type="checkbox"/>                                     |
| 17. Function Supported   | <input type="checkbox"/> | Training   | <input type="checkbox"/>       | Recruiting                        | <input type="checkbox"/> | Public Information <input type="checkbox"/> Combat Readiness |
|  | <input type="checkbox"/> | Medical/Dental                                       | <input type="checkbox"/>       | Installation Support              | <input type="checkbox"/> | Research, Development, Test & Evaluation                     |
|  | <input type="checkbox"/> | Intelligence, Reconnaissance, Criminal Investigation |                                |                                   | <input type="checkbox"/> | Other (Specify)  |
| 18. Purpose and Justification (Describe who, what, when, where and how the product will be used.)<br>Why is the photo required and how will it be used? Specific justification must be provided. |                          |  |                                |                                   |                          |  |
| 19. Project Title  |                          |  | 20. Date/Time Event (YYYYMMDD) |                                   | 21. Location             |  |
| 22. Description and Special Instructions (Include coordination required, location, time/date, transportation, etc.)  |                          |  |                                |                                   |                          |  |
| 23. Disposition of Materials Furnished <input type="checkbox"/> Return to Requester <input type="checkbox"/> Destroy <input type="checkbox"/> Retain <input type="checkbox"/>                    |                          |  |                                |                                   |                          |  |
| <b>24. I certify the products and services received from this request are for official government use only.</b>  |                          |  |                                |                                   |                          |  |
| Signature of Requester   |                          |  |                                |                                   | Date (YYYYMMDD)          |  |

| <b>25. CUSTOMER CRITIQUE</b>      |      |   |   |         |   |   |   |           |   |    |
|-----------------------------------|------|---|---|---------|---|---|---|-----------|---|----|
| Customer Service (Please "X" one) | Poor |   |   | Average |   |   |   | Excellent |   |    |
|                                   | 1    | 2 | 3 | 4       | 5 | 6 | 7 | 8         | 9 | 10 |
| Response Time                     |      |   |   |         |   |   |   |           |   |    |
| Product Satisfaction              |      |   |   |         |   |   |   |           |   |    |
| Customer Service                  |      |   |   |         |   |   |   |           |   |    |
| Customer Comments                 |      |   |   |         |   |   |   |           |   |    |

| <b>26. ACCEPTER INFORMATION</b> |  |                                      |                   |                                   |
|---------------------------------|--|--------------------------------------|-------------------|-----------------------------------|
| 27. Signature                   |  | 28. Acceptor (Last Name, First Name) |                   | 29. Grade                         |
| 30. Organization                |  | 31. Office Symbol                    | 32. Telephone No. | 33. Date/Time Accepted (YYYYMMDD) |
| 34. Total Reimbursable Cost     |  |                                      |                   |                                   |

| 35. PHOTO          |        |             |             |       |
|--------------------|--------|-------------|-------------|-------|
| Assignments        | Studio | Copy        | Location    | Alert |
| Number of Images   |        |             |             |       |
| Process            | Roll   | Sheet       | Electronic  |       |
|                    |        |             |             |       |
| Products Delivered | Prints | Proof Sheet | Accessioned | Total |
| Electronic         |        |             |             |       |
| Manual             |        |             |             |       |

| 36. THIS SECTION NOT USED |             |             |            |                       |             |                         |       |
|---------------------------|-------------|-------------|------------|-----------------------|-------------|-------------------------|-------|
| Assignments               | CAC         | Duplication | Editing    | Off-Air/<br>Satellite | Recording   | Standards<br>Conversion | Total |
| Video Minutes             |             |             |            |                       |             |                         |       |
| Products Delivered        | Raw Footage | Edited      | Duplicated |                       | Accessioned |                         |       |
| Quantity of Media         |             |             |            |                       |             |                         |       |

| 37. THIS SECTION NOT USED |             |           |                |              |        |                             |                |         |              |       |        |                    |     |             |       |
|---------------------------|-------------|-----------|----------------|--------------|--------|-----------------------------|----------------|---------|--------------|-------|--------|--------------------|-----|-------------|-------|
| Products<br>Delivered     | 2D<br>/3Art | Animation | Book<br>Covers | Certificates | Charts | Multimedia<br>Presentations | Name<br>Plates | Posters | Pub<br>Pages | Signs | Slides | Web Page<br>Design | WSV | Accessioned | Other |
| Electronic                |             |           |                |              |        |                             |                |         |              |       |        |                    |     |             |       |
| Manual                    |             |           |                |              |        |                             |                |         |              |       |        |                    |     |             |       |

| 38. THIS SECTION NOT USED |                                |                            |                         |                     |
|---------------------------|--------------------------------|----------------------------|-------------------------|---------------------|
| Tasks                     | Conference<br>Set Up/Tear Down | Conference<br>Facilitation | VTC<br>Set Up/Tear Down | VTC<br>Facilitation |
| Hours                     |                                |                            |                         |                     |

| 39. TASKS AND MATERIALS |                                       |       |                     |       |           |            |
|-------------------------|---------------------------------------|-------|---------------------|-------|-----------|------------|
| Task Description        | Performed By<br>(Grade and Last Name) | Hours | Materials Used      | Units | Cost Each | Total Cost |
|                         |                                       |       |                     |       |           |            |
|                         |                                       |       |                     |       |           |            |
|                         |                                       |       |                     |       |           |            |
|                         |                                       |       |                     |       |           |            |
|                         |                                       |       |                     |       |           |            |
|                         |                                       |       |                     |       |           |            |
|                         |                                       |       |                     |       |           |            |
| Total Hours             |                                       |       | Total Material Cost |       |           |            |

| 40. PRODUCTS DELIVERED | 41. QTY | PRODUCTS DELIVERED | QTY |
|------------------------|---------|--------------------|-----|
|                        |         |                    |     |
|                        |         |                    |     |
|                        |         |                    |     |

| 42. QUALITY CONTROL               |                                       |
|-----------------------------------|---------------------------------------|
| Date/Time Completed<br>(YYYYMMDD) | QC Performed by (Grade and Last Name) |

| 43. CUSTOMER NOTIFICATION        |                         |                                 |
|----------------------------------|-------------------------|---------------------------------|
| Date/Time Notified<br>(YYYYMMDD) | Person Notified/Remarks | Notified By (Grade & Last Name) |
|                                  |                         |                                 |
|                                  |                         |                                 |
|                                  |                         |                                 |