FORM **CD–10** (REV. 6-00)

B

U.S. DEPARTMENT OF COMMERCE
OFFICE OF PUBLIC AFFAIRS

PHOTOGRAPHIC
SPECIFICATION SHEET

A. BUREAU	B. ORIGINATING OFFICE	C. REQUISITION NUMBER
D. PERSON TO CONTACT	E. PHONE NUMBER	F. DATE SUBMITTED
G. TITLE OR DESCRIPTION OF JOB		H. DELIVERY DATE REQUESTED
		I. SUB NUMBER

MATERIALS SUBMITTED *(Indicate Quantity)*: ☐ PHOTOS ☐ NEGATIVES ☐ LINE COPY ☐ FILM ☐ SLIDES ☐ VU-GRAPHS ☐ TRANSPARENCIES

1. LOCATION ASSIGNMENTS ☐ COMMERCE ☐ OUTSIDE *(Give address)*

DATE | TIME

ADDRESS | INITIALS | HOURLY RATE 701

ROOM NUMBER

2. STUDIO PHOTOGRAPHY

	QUANTITY	INITIALS	UNIT RATE	
☐ PORTRAIT				702
☐ TABLE TOP				703
☐ OTHER				704

3. LABORATORY WORK ☐ BLACK AND WHITE ☐ COLOR

☐ GLOSSY ☐ FILM NEGATIVE ☐ SLIDES
☐ MATTE ☐ VU-GRAPHS ☐ TRANSPARENCIES
☐ DIGITAL ☐ DVD ☐ CD
☐ OTHER *(SPECIFY)* _____

3A. FILM DEVELOPING *(Indicate number of rolls or individual negatives submitted)*

	INITIALS	UNIT RATE	
ROLLS–QUANTITY			705
CUT–QUANTITY			706

3B. PROOFS ☐ 8x10

QUANTITY	☐ LARGER THAN 8x10	INITIALS	UNIT RATE	
				707
				708

3C. PRINTS — INDICATE QUANTITY OF EACH

☐ CONTACT PRINTS
☐ ENLARGEMENTS
☐ REPRINT ORDER

SIZE
☐ 4x5 ☐ 11x14
☐ 5x7 ☐ 16x20
☐ 8x10 ☐ 20x24

	INITIALS	UNIT RATE	
1st PRINT UP TO 8x10			709
2nd—10th UP TO 8x10			710
11 OR MORE UP TO 8x10			711
LARGER THAN 8x10			712
2nd—10th LARGER THAN 8x10			713
11 OR MORE LARGER THAN 8x10			714

4. PHOTOCOPY ☐ LINE ☐ CONTINUOUS TONE

QUANTITY	INITIALS	UNIT RATE	
			715

5. RETOUCHING ☐ DIGITAL ☐ TRADITIONAL

QUANTITY	INITIALS	UNIT RATE	
			716

6. SCANNING ☐ NEGATIVE /TRANSPARENCY ☐ FLATBED

QUANTITY	INITIALS	UNIT RATE	
			717

7. ELECTRONIC IMAGE TRANSMISSION

QUANTITY	INITIALS	UNIT RATE	
			718

8. PHOTO RESEARCH ☐ | INITIALS | HOURS | 719

CONTRACTED TO

ADDITIONAL INFORMATION

APPROPRIATION NUMBER

BUREAU COST ESTIMATE(S) | OVERTIME AUTHORIZED ☐ YES ☐ NO

REVISED ESTIMATE	BUREAU APPROVAL	O.P. INIDIAL/DATE

PERSON MAKING THIS REQUEST | PHONE NO.

ORIGINATING OFFICIE

BUREAU REPRESENTATIVE (*SIGNATURE*)

BUDGET OFFICER (FUNDS OBLIGATED) (*SIGNATURE*)

QUALITY ASSURANCE

INCOMING REQ. DESK		CLOSE OUT DATE
DATE	INITIALS	