

VISUAL INFORMATION (VI) WORK ORDER

For use of this form, see AR 25-1; the proponent agency is ODISC4

1. WORK ORDER NUMBER

2. SECURITY CLASSIFICATION

SECTION I - REQUIREMENT

3a. TO (VI Activity)

4. FROM (Unit or Activity)

3b. E-MAIL ADDRESS

4b. E-MAIL ADDRESS

5. ACCOUNT CODE

6. ACCOUNT NO.

7a. REQUESTER (Name, Grade)

b. PHONE AND FAX NUMBERS

8. DATE REQUESTED (YYYYMMDD)

9a. ALTERNATE POINT OF CONTACT

b. PHONE AND FAX NUMBERS

10. DATE REQUIRED (YYYYMMDD)

11. QUANTITY

12. DESCRIPTION OF WORK (Attach diagrams, etc., and list enclosure(s))

a. Viewgraph

b. 35mm Slides

c. Camera Ready Artwork

d. Electronic Images

e. TV

f. Audio

g. Video Tape Copies

h. Photo Print Copies

i. Computer Photo Prints

j. Computer Photo Transparencies

k. Presentation Services

l. Motion Picture

m. Other (Specify)

13. JUSTIFICATION FOR REQUESTED SERVICE

14a. Requested service is for official purposes and is required by stated deadline.

14b. VALIDATION SIGNATURE

SECTION II - JOB ASSIGNMENT (FOR AUDIOVISUAL OFFICE USE ONLY)

15. DATE RECEIVED (YYYYMMDD)

16. DATE ASSIGNED (YYYYMMDD)

17. AUDIOVISUAL FACILITY APPROVAL (Signature)

18. SPECIAL INSTRUCTIONS

SECTION III - WORK RECEIPT

19a. CUSTOMER NOTIFIED

19b. RECEIVED BY (Signature)

19c. DATE (YYYYMMDD)