

AD 271 U.S. Department of Agriculture Office of Communications Photography Services Division Request for Photographic Services 1. Submit this form to Photography Services Division (PSD), Whitten Building, Room 426A. 2. Schedule all photographic services in advance by calling 202-720-6633. 3. Gray areas to be completed by PSD.	1. OC Photography Number	2. Cost	3. Credit Card <input type="checkbox"/>	
	4. Requesting Agency, Division, Branch			
	5. Photo Service Number	6. Appropriation Number		
	7. Reimbursement Code	8. Date Submitted	9. Due Date	
	10. POC	11. Telephone Number		
12. E-mail Address:				
Description of Work				
13. Prints (File Numbers)	Quantity		Size	14. Paper <input type="checkbox"/> Color <input type="checkbox"/> Full Frame <input type="checkbox"/> SW Glossy <input type="checkbox"/> Border less <input type="checkbox"/> SW Matte <input type="checkbox"/> Autograph Border <input type="checkbox"/> Other _____
	Ea.	of		
16. Photography (Provide additional information in block 20)	<input type="checkbox"/> In-house _____ <input type="checkbox"/> Contractor Name _____ Phone No. _____ E-mail _____			15. Mounting <input type="checkbox"/> Gatorboard Thickness <input type="checkbox"/> 3/8" <input type="checkbox"/> 1/2" <input type="checkbox"/> Foam Core Size <input type="checkbox"/> 8x10 <input type="checkbox"/> 11x14 <input type="checkbox"/> 16x20 <input type="checkbox"/> 20x24 <input type="checkbox"/> 30x40 <input type="checkbox"/> _____ <input type="checkbox"/> Other _____
	17. Framing <input type="checkbox"/> Single Matte <input type="checkbox"/> Wood			
	<input type="checkbox"/> Double Matte <input type="checkbox"/> Special			
	18. Product <input type="checkbox"/> CD <input type="checkbox"/> DVD <input type="checkbox"/> FTP Quantity _____			
	19. Studio Photography			
	<input type="checkbox"/> Portrait <input type="checkbox"/> Passport <input type="checkbox"/> Still Life			
20. Description of Services				
21. Review and Clearance		22. Control Number	23. Publication	
24. Signature of Approving Official		25. Completed Order Received By (Print Name)	27. Date of Pick-Up	