



Photography Services Request

To arrange for a photography service, please contact David Arnold, Customer Relations Director, at **404-894-6015** or send David an e-mail at **david.arnold@comm.gatech.edu**.

A client manager will contact you to confirm your schedule and to get more information. Your request for a photo shoot is not complete until a client manager has contacted you directly.

Client Name:

Department:

Address:

Phone:

Email Address:

Mail Code:

Billing contact (if different from above):

Phone:

Address:

People Soft #:

Dept. Doc ID#:

Who/what will be photographed?

What is the location of the photo shoot?

Date and time photographer is needed:

In order to ensure that you get the photographs that you desire, please write a brief description of how you would like for the images to be used.

Fax or email form to David Arnold at 404-894-7214 or david.arnold@comm.gatech.edu.