DIGITIZATION DATA COVER SHEET

(Please Print)

Name: _____ _____
(Last)   (First)   (Date)

Address: _____
(Street)   (City)   (State)   (Zip)

(_____)_____   _____
(Phone)   (E-Mail)

Format: _____ B&W Photograph _____Color Photograph _____ Postcard
_____ Letter   _____ Diary   _____ Certificate/Diploma
_____ Other: _____

Who or What? _____

Where? _____

When? _____ **Other Information:** _____

_____

_____

Completed by Scan Operator

Scan ID: _____ Format: _____ DPI: _____

Format: _____ B&W Photograph _____Color Photograph _____ Postcard
_____ Letter   _____ Diary   _____ Certificate/Diploma
_____ Other: _____

Who or What? _____

Where? _____

When? _____ **Other Information:** _____

_____

_____

Completed by Scan Operator

Scan ID: _____ Format: _____ DPI: _____

DIGITIZATION DATA ADDITIONAL SHEET

Name: _____
                (Last)   (First)

Format: _____ B&W Photograph _____ Color Photograph _____ Postcard
_____ Letter   _____ Diary   _____ Certificate/Diploma
_____ Other: _____

Who or What? _____

Where? _____

When? _____   **Other Information:** _____

_____

_____

Completed by Scan Operator

Scan ID: _____ Format: _____ DPI: _____

Format: _____ B&W Photograph _____ Color Photograph _____ Postcard
_____ Letter   _____ Diary   _____ Certificate/Diploma
_____ Other: _____

Who or What? _____

Where? _____

When? _____   **Other Information:** _____

_____

_____

Completed by Scan Operator

Scan ID: _____ Format: _____ DPI: _____