

SHARK LENS
Phone: (954) 262-2602
Email: sharklens@nova.edu

PHOTOGRAPHY REQUEST FORM SHARK LENS

Name of Organization: _____

Contact Name: _____ Title: _____

Contact Email: _____ Phone: _____

SERVICE REQUEST

✓	SERVICES	COST PER UNIT	NO. REQUESTED	TOTAL (\$)
<input type="checkbox"/>	Headshots	\$5 (one)	(no. of person)	
<input type="checkbox"/>	Event Covering	\$20 per hour	(How long)	
		How many images?	(Approximated No.)	
		What type of photos are you looking for? For example: scenery, group shots, etc.	(Details)	
		Date of Service		
		Time:	<input type="checkbox"/> AM (morning) <input type="checkbox"/> PM (afternoon) Start: _____ End: _____	
		Location: Please provide address, building name, room no., etc. (Details)	<input type="checkbox"/> Our Studio (No charge) <input type="checkbox"/> On Fort Lauderdale-Davie Campus (No charge) <input type="checkbox"/> Off-Campus (\$20 charge) plus any applicable cost of transportation	
			(Location Details)	
			GRAND TOTAL	\$

METHOD OF PAYMENT

<input type="checkbox"/>	Internal Transfer (Student Activity Fee Accounts—Student Organization Budget)	I, _____ authorize the NSU Shark Lens to charge for this service via a fund transfer/journal entry transaction from my organization budget. Name of the student organization: _____	
<input type="checkbox"/>	Internal Transfer (Department)	I, _____ authorize the NSU Shark Lens to charge for this service via a fund transfer/journal entry transaction from my organization or my department's account as the name shown above. Department Budget Acct: - 3 3 8 0	
<input type="checkbox"/>	Check	Please make payable to Nova Southeastern University Check No. _____	Amount (if different from Grand Total):
<input type="checkbox"/>	Cash (receipt will be given upon receipt of cash)	Bank note counts: \$100 _____ \$50 _____ \$20 _____ \$10 _____ \$5 _____ \$1 _____	Amount (if different from Grand Total):
		Signature of authorized account manager:	
	Full name:		

Please submit completed form to sharklens@nova.edu

FOR OFFICE TO COMPLETE ONLY

Date Received:		Confirmation sent on:	
Total Cost:	\$	Confirmation Number:	