

THE CITADEL Multimedia Services – Digital Editing Request

Requirements for Digital Editing:

1. Digital editing services will adhere to all Educational Fair-Use Act guidelines.
2. Only Citadel-related projects will be processed.
3. The request for digital editing must be made a minimum of two weeks in advance. No exceptions.
4. The digital editing will take a *minimum* of 14 to 21 business days to complete.
5. Requester will provide the blank media necessary for the final output.
6. Multimedia Services cannot guarantee the quality of final product, which is dependent on original material.

Today's Date: _____

Requested Delivery Date (14-business day minimum): _____

Name: _____

Department: _____

Phone: _____

E-mail: _____

Use for Digitized Material (Lecture, PPT presentation for class, transfer from camera to media, etc.): _____

Special Instructions:

MMS USE ONLY:

MMS Team Member Assigned: _____

Customer Contacted for Pick-Up: Phone E-Mail Date: _____

Customer's Signature: _____

Date Items Received: _____