

**Internal use only (circle each below when true):**

Film received          Payment received          Order complete          Receipt # \_\_\_\_\_

Processed by: \_\_\_\_\_ Processing date: \_\_\_\_\_ Patron pick-up date: \_\_\_\_\_

**Color Film Processing Request Form**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email: \_\_\_\_\_

A# (if applicable): \_\_\_\_\_

Phone: \_\_\_\_\_

Preferred contact method:  email     phone

I am a (check one) :     evergreen student     evergreen faculty/staff     community member

How many rolls of color film are you dropping off? \_\_\_\_\_

Are they 35mm, 120mm, or a mix?  35mm     120mm     both

Price total: \$ \_\_\_\_\_ (\$6.00 per roll)

Is this film related to a course, program or Evergreen department? If so, which?

\_\_\_\_\_

Date/time needed (note: 2-3 business days needed for processing time):

\_\_\_\_\_

**Policy Agreement**

We have **at least** a 48 hour turnaround time for color film processing and it can take up to a week for us to be able to complete your request depending on staffing. Time estimates do not include weekends or holidays.

Payment must be received prior to processing. Pay for color film processing online and then email receipt to [photolandstaff@evergreen.edu](mailto:photolandstaff@evergreen.edu) or pay in person when you drop off the film.

While uncommon, technical difficulties in film processing and handling do occur. By submitting your film for processing at Photoland, you accept the risk of damage to your film. We will do everything in our power to avoid accidents. If one does occur, we will work with you to provide a refund and/or replacement film (unexposed) depending on the nature of the incident. Neither Photoland nor The Evergreen State College will be held liable for damage to film due to processing error.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Signature indicates that you understand and agree to these policies.*