SC Department of Archives and History

MICROFILM Work Order

Work Order #:

Agency:

Agency Representative:

Purchase Order #: Date:

FILM: ☐ 16 mm ☐ 35 mm ☐ 16 mm x 215'

Type of Service (Check one)

☐ Processing Only ☐

☐ Duplication Only (☐ Silver ☐ Diazo)

☐ Processing & Duplication (☐ Silver ☐ Diazo)

Silver

Roll #	Orig	Neg	Pos
Total			

Diazo

Roll #	Neg
Total	

Other (Check)

		Item Total
☐	Cartridges - type	
☐	Cartridges loading	
☐	Splicing Tabs	
☐	Trailer stops	
☐	Leaders	
☐	Storage boxes	
☐	Editing (splices)	
☐	Quality checks	
☐	Methylene blue testing	
☐	Mailing	
☐	MFM Certification	
Total		

If there are any problems with these rolls please contact:
Caiyan (Sophie) Guan
Greenville County ROD
864-467-7180
sguan@greenvillecounty.org

To be completed by Lab Services:

Date completed:_____ Initials:_____

Received by:_____ Date:_____