SC Department of Archives and History

MICROFILM Work Order

Work Order #:		Account#:	
Agency:	Anderson County ROD		
Agency Representative:	Cynthia D. Radford		
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**
	1		
Total	1		

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:
(Please check the box to indicate who you need to hear back from.)

☐ **Caiyan (Sophie) Guan**
Greenville County ROD
864-467-7180
SGuan@greenvillecounty.org

☐ **Yu (Paul) Dong**
Greenville County ROD
864-467-7180
YDong@greenvillecounty.org

Comments:

To be completed by Lab Services:

Date completed:_____ Initials:_____

Received by:_____ Date:_____