



To request a photo enlargement or digital photo from University Relations, complete this form and email it to [universityrelations@apu.edu](mailto:universityrelations@apu.edu) or submit a hard copy through intercampus mail.

**Please allow 10–15 working days** **Requested Due Date** \_\_\_\_/\_\_\_\_/\_\_\_\_

Name \_\_\_\_\_ Today's date \_\_\_\_/\_\_\_\_/\_\_\_\_

Department \_\_\_\_\_ Phone ( \_\_\_\_ ) \_\_\_\_\_

E-mail address \_\_\_\_\_ Fax ( \_\_\_\_ ) \_\_\_\_\_

**Project Specifications**

**Format:**       .jpg       .tif      Other: \_\_\_\_\_

**Size:**             4 x 6       5 x 7       8 x 10  
Other:    W \_\_\_\_\_    L \_\_\_\_\_

**Orientation:**     Landscape       Portrait

**Resolution:**     300dpi for print       72dpi for web

Description of requested photo(s), including specific quantities if applicable:  
(e.g., *three photos of science building construction and one photo of President Wallace*)

\_\_\_\_\_  
\_\_\_\_\_

Was this photo taken at a specific event or has it appeared in an APU publication? If so, please provide details.  
(e.g., *May 2008 Undergraduate Commencement or Winter 2007 edition of APU Life*)

\_\_\_\_\_  
\_\_\_\_\_

Briefly explain how the photo(s) will be used.

\_\_\_\_\_  
\_\_\_\_\_