

PAYMENT INFORMATION (Finance Dept)

Fee Applicable: No Yes Cost: _____

Quote Requested: No Yes Quote #: _____

Invoice Requested: No Yes Inv. #: _____

INFORMATION REQUEST FORM

Unique Identifier: _____
(For Official Use)

REQUEST STATUS (Official use)

Media Being Sourced

Media Being Dubbed

Request Completed

Request fulfilled

(Date)_____

(Date)_____

(Date)_____

REQUESTER INFORMATION (Clients, please complete this Section in Full)

Name: _____ Email: _____

Position: _____ Tel: _____ Fax: _____

Organisation/Dept: _____

Address: _____ Date: dd____/mm____/yyyy_____

REQUEST TOPIC:

Requester Category: Gov't GISL Individual NGO Production Co. Private Co. NCC Content

Purpose of Request: Broadcast Educational Purposes Personal Archival Other: _____

Media Format: DVD Audio CD MiniDV Portraits Electronic Photo CD Other_____ Quantity_____

REQUEST PARTICULARS (Official Use)

Request Received By and Date: _____ Reviewed and Approved/Denied by and Date: _____

Source of Request: Email Telephone Verbal/On-Site Postal/Mail

Type of Request: Simple Complex

Priority: Regular: ; Rushed:

Received by: _____
[NAME IN BLOCKS]

Dispatched/Witnessed by: _____
[NAME IN BLOCKS]

Signature: _____

Signature: _____

ID: _____

Position: _____

Date: dd____/mm____/yyyy_____

Date: dd____/mm____/yyyy_____

