

slide scans ORDER PROCESSING FORM		include this form with every container of slides. always indicate if something was partially completed.			
Requester		Email	Phone	School	Department
Course	Lecture number		Date ordered	Date due	Order no.
Number of slides	Image range		Lecture tag		
<input type="checkbox"/> Accessioned and uploaded			date	initials	
<input type="checkbox"/> Flatbed scanned			date	initials	
<input type="checkbox"/> Scan mounts			date	initials	
<input type="checkbox"/> Scanned, named, rotated, and cropped			date	initials	
<input type="checkbox"/> Lightroom export			date	initials	
<input type="checkbox"/> Slides remounted in glass mounts			date	initials	
<input type="checkbox"/> Edited			date	initials	
<input type="checkbox"/> Exports and tagged for burning			date	initials	
<input type="checkbox"/> Create and post PowerPoint to OAK			date	initials	
<input type="checkbox"/> Cataloged			date	initials	
<input type="checkbox"/> Exported from the DB			date	initials	
<input type="checkbox"/> Uploaded to MDID			date	initials	

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