

HOW TO ORDER MANNED SPACECRAFT PHOTOGRAPHY



This order form is used to order all SKYLAB and APOLLO/GEMINI PHOTOGRAPHY. Necessary order information can normally be extracted from a computer listing of available photography or from other references.

Please provide the following information in the indicated areas of the order form:

- A. List your complete NAME, ADDRESS, ZIP CODE, and name of your COMPANY if applicable.
- B. If you desire to have the products mailed to an address or individual other than yourself, please complete the "SHIP TO" address.
- C. List a PHONE NUMBER where you can be contacted during business hours.
- D. If you have had previous business with the EROS DATA CENTER, please list your COMPUTER ACCOUNT NUMBER, if known.
- E. Enter the complete PHOTO IDENTIFICATION NUMBER. This number can be transcribed directly from the COMPUTER LISTING. If the source of information is from another source, specify the MISSION, SKYLAB 2, 3, or 4; the SYSTEM, S190A or S190B; ROLL NUMBER; and FRAME NUMBER.
- F. Review the STANDARD PRODUCTS TABLE on the order form and determine the type of product desired. CARE must be exercised in insuring that the system reflected in column 4 of the PHOTO IDENTIFICATION NO. on the computer listing correlates with the respective portion of the tables. i.e. A=S190A; B=S190B.
- G. Enter the PRODUCT CODE of the type product being ordered from the STANDARD PRODUCTS TABLE.
- H. The COMMENTS portion is completed only when a CUSTOM PRODUCT is desired and you want to specify the parameters. Cost determination is normally based on three times the standard cost.
- I. Enter the number of COPIES being ordered of that product in the QUANTITY column.
- J. Enter the UNIT PRICE of the product as reflected in the Standard Products Table.
- K. Multiply the QUANTITY being ordered by the UNIT PRICE. Enter the result in the TOTAL PRICE column.
- L. REPEAT the above for each product ordered.
- M. TOTAL the costs of all products ordered and enter the result in BLOCK A. (TOTAL ABOVE.)
- N. If more than one order form is required, enter the sum of the figures in BLOCKS A in BLOCK B of the last order form.
- O. Enter the SUM of BLOCK A and BLOCK B in BLOCK C. (TOTAL COST.)
- P. Indicate the TYPE of payment being made with a CHECK MARK. Make all drafts payable to U. S. GEOLOGICAL SURVEY. DO NOT SEND CASH.
- Q. Mail ORDER FORM(S) and PAYMENT to the EROS DATA CENTER. IF PRE-PAYMENT HAS BEEN PREVIOUSLY FORWARDED TO ANOTHER FACILITY, PLEASE FORWARD THIS ORDER TO THAT FACILITY FOR PROCESSING.