

HOW TO ORDER NASA AIRCRAFT PHOTOGRAPHY

This order form is to be used for ordering all NASA AIRCRAFT PHOTOGRAPHY. Photo Identification numbers can be transcribed directly from a computer listing. When ordering from other reference sources, be sure to specify the MISSION, ROLL, and FRAME NUMBER for the desired photograph(s).

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 ACCOUNT NUMBER, if known.
- E. Enter the complete PHOTO IDENTIFICATION NUMBER. This can be transcribed directly from the COMPUTER LISTING. If the source of information is from another source, specify the MISSION, 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 FILM SOURCE reflected in the tables correlates with the FILM SOURCE listed on the COMPUTER LISTING.
- G. Enter the PRODUCT CODE of the type product being ordered from the STANDARD PRODUCTS TABLE.
- H. Enter the FRAME NUMBER in the FIRST FRAME column. (See instructions for interpolation of a frame from a PHOTO STRIP) If two or more consecutive frames are being ordered, enter the FIRST FRAME of the series in the FIRST FRAME column and the LAST FRAME in the LAST FRAME column.
- I. Enter the NUMBER OF UNIQUE FRAMES being ordered. Example: FIRST FRAME - 116; LAST FRAME - 119; NO. OF FRAMES is 4.
- J. Enter the NO. OF COPIES being ordered of the FRAMES you have identified.
- K. 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.
- L. Multiply the NO. OF FRAMES by the NO. OF COPIES and enter the result in the QUANTITY column.
- M. Enter the UNIT PRICE of the product as reflected in the STANDARD PRODUCTS TABLE.
- N. Multiply the figure in the QUANTITY column by the figure in UNIT PRICE column and ENTER the result in the TOTAL PRICE column.
- O. REPEAT the above for each product ordered.
- P. TOTAL the costs of all products ordered on that order form and enter the NET result in BLOCK A. (TOTAL ABOVE.)
- Q. 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.
- R. Enter the SUM of BLOCK A and BLOCK B in BLOCK C, (TOTAL COST).
- S. Indicate the TYPE of payment being made with a CHECK MARK. Make all drafts payable to U.S. GEOLOGICAL SURVEY. DO NOT SEND CASH.
- T. Mail ORDER FORM(S) and PRE-PAYMENT to the EROS DATA CENTER. IF PAYMENT HAS BEEN PREVIOUSLY FORWARDED TO ANOTHER FACILITY, PLEASE FORWARD THIS ORDER TO THAT FACILITY FOR PROCESSING.