

# B&W Film Processing

Please fill out this form as completely as possible and send with your files for processing to the address at right.



**E Six Lab**  
of Atlanta Inc.

678 10th Street NW  
Atlanta, GA 30318  
404-885-1293  
877-885-ESIX  
www.e-sixlab.com  
info@e-sixlab.com

**LET US KNOW:** Please e-mail us at [info@e-sixlab.com](mailto:info@e-sixlab.com) and let us know you have sent an order. When we receive your job you will be notified of its arrival and schedule for completion.

## Contact/Shipping Info

- New Customer? How did you hear of E-Six? \_\_\_\_\_
- Existing Customer

Company \_\_\_\_\_

Contact \_\_\_\_\_

Address \_\_\_\_\_

Suite/Room \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Ext. \_\_\_\_\_

Fax \_\_\_\_\_ Night/Cell \_\_\_\_\_

Email \_\_\_\_\_

### INTERNAL USE ONLY

IN: \_\_\_\_\_

PROCESS OUT: \_\_\_\_\_

PRINTS OUT: \_\_\_\_\_

## Payment Info

- E-Six Account
- AMEX  Visa  MasterCard  Discover
- Card # \_\_\_\_\_
- Name \_\_\_\_\_ Exp. date \_\_\_\_\_

## Optional Info

P.O. Number \_\_\_\_\_ Job Ref. \_\_\_\_\_

## Shipping

- Fed Ex:  Overnight (AM)  Overnight (PM)  2-Day
- UPS:  Overnight (AM)  Overnight (PM)  2-Day  Ground
- Customer Pickup  US Mail
- Other/Special:  See attached  See special instruction section

## Special Instructions

## B&W Processing

- Normal Turnaround  
48 hours in lab, 72 hours with prints/scans
- Rush Processing - call for confirmation  
in by 10am shipped same day - Process only

- |   |                                 |                                     |                                     |
|---|---------------------------------|-------------------------------------|-------------------------------------|
| <input type="checkbox"/> 35mm _____ rolls   | <input type="checkbox"/> Normal | <input type="checkbox"/> Push _____ | <input type="checkbox"/> Pull _____ |
| <input type="checkbox"/> 120 _____ rolls    | <input type="checkbox"/> Normal | <input type="checkbox"/> Push _____ | <input type="checkbox"/> Pull _____ |
| <input type="checkbox"/> 220 _____ rolls    | <input type="checkbox"/> Normal | <input type="checkbox"/> Push _____ | <input type="checkbox"/> Pull _____ |
| <input type="checkbox"/> 4 x 5 _____ sheets | <input type="checkbox"/> Normal | <input type="checkbox"/> Push _____ | <input type="checkbox"/> Pull _____ |

Optical contact sheets are the only proof/print option from 4x5 film

**Handling Negatives:**  Paged (\$1.50 per roll)  Do Not Cut

- Proof Prints # sets: \_\_\_\_\_
- Print Options:  Glossy  Lustre
- Borders  No Borders

- Scans on CD only, no prints
- Scans on CD in addition to proof/index prints
- Confirm Order Verbally Before Running Film

### Push/Pull

E-Six Lab can push all film formats to +2 stops and pull all film -1 stops in 1/2 stop increments.

**Additional charges apply +50%.**

Carefully designate which films get what adjustments. We have found that separating film into different Ziploc bags is an efficient way to keep orders straight.

- Optical Contact Prints (film is paged prior to contacts)
- Digital Index Prints - 35mm:  8x10  10x12  10x15
- Digital Index Prints - 120mm:  10x12
- Digital Index Prints - 220mm:  10x12 (2 sheets)
- Special Processing Instructions \_\_\_\_\_

## Rush Jobs Require Confirmation . . . Call Us!

If you have work that requires same day turnaround please call prior to arrival so we are aware of your incoming order. Upon arrival you will be notified via e-mail with the specifics of your processing order.

Please provide all requested information. Incorrect or incomplete info will delay the processing of your order.

## SIGNATURE REQUIRED TO PRODUCE JOB - Sign Below

By submitting your order, you agree to be legally bound by all of E-Six terms and conditions (as stated in our General Guidelines).

I authorize the work specified on this order and guarantee payment upon job completion or within the terms of your payment policies.

Signature \_\_\_\_\_ Date \_\_\_\_\_