

On-Line Request Form for Ordering Student Pictures

School: _____

Number of Students: _____

Date of Photo Session: _____

Contact: _____

Contact Phone Number: _____

Email Address: _____

Date of Request: _____

Date Needed: _____

Once received, a representative will get in touch with you to discuss your order.
Please allow at least a week for requests to be filled.

Fees For Set-Up, Download & C/D Preparation

Costs:

- 1 - 100 Pictures - \$200.00
- 101 – 500 Pictures - \$300.00
- 500 & Over – \$400.00

Account Information: Please complete the following:

Acct. # _____ BU _____ Dept. _____

Program _____ BCBU _____ Project ID _____

Please keep a copy for your records!

Upon completion, we'll send your C/D and a copy of the J/E through Campus Mail.
If you would like to pick up from the One Card Office, please let us know at the time of this request.

Thank you

www.umb-one.umaryland.edu,
Email: umb-one@umaryland.edu
410-706-6943