

# Purchase Order

## Brigham Young University

BRIGHAM YOUNG UNIVERSITY  
PURCHASING DEPT  
ASB C-40  
PROVO UT 84602-1116  
United States

**Supplier:** 0000058857  
EXPEDITION FILMS LLC  
1717 E EDGECLIFF DR  
SANDY UT 84092

Dispatch via Print

Purchase Order	Date	Revision	Page
BYU-0000000869	11/29/2006		1
Payment Terms	Freight Terms	Ship Via	
NET 30	FOB Origin, Buyer Bears Frt.	Not Applicable	
Buyer	Phone/Email	Currency	
Ehlers, Karla Petty	801/422-7313 karla_ehlers@fscopy.byu.edu	USD	

**Ship To:** RECEIVING  
BRIGHAM YOUNG UNIVERSITY  
CENTRAL RECEIVING  
685 E UNIVERSITY PKWY  
PROVO UT 84602-1830  
United States

**Attention:** Not Specified

**Bill To:** BRIGHAM YOUNG UNIVERSITY  
FINANCIAL SERVICES  
A-153 ASB  
PROVO UT 84602-1128  
United States

**Tax Exempt?** Y **Tax Exempt ID:** N10020

**Replenishment Option:** Standard

Line-Sch	Item/Description	Mfg ID	Quantity	UOM	PO Price	Extended Amt	Due Date
1- 1	CONTRACTED SERVICE FROM FILM TECHNICIAN FOR SPECIAL COLLECTIONS, BYU MOTION PICTURE ARCHIVE STANDING PO 8 HRS/WEEK \$20.00/HR		1.00	EA	0.00	0.00	CLOSED

**Schedule Total** 0.00

### DUTIES INCLUDE:

1. THOROUGHLY INSPECT AND REPAIR MOTION PICTURE FILM IN THE BYU MOTION PICTURE ARCHIVE
2. COMPLETE PRELIMINARY CATALOGING SHEET THAT REQUIRES INFORMATION RELATING TO GENERAL CONDITION OF EACH REEL OF FILM, DATE OF MANUFACTURE, GAUGE, EMULSION, AND ANY OTHER ITEMS OF INFORMATION PERTINENT TO ITS IDENTIFICATION AND LONG TERM PRESERVATION
3. ASSEMBLE HEAD AND TAIL LEADERS ON EACH REEL OF FILM AND TRANSFER ENTIRE FILM TO CORES AND ACID-FREE CONTAINERS
4. MAKE TEMPORARY IDENTIFICATION LABEL AS A GUIDE FOR COLLECTION MANAGER TO MAKE PERMANENT BOX LABEL
5. INSPECT AND PREPARE SELECTED MOTION PICTURES FOR PROJECTION AT ARCHIVAL SCREENING EVENTS AS INSTRUCTED BY CURATOR, BYU MOTION PICTURE ARCHIVE
6. PREPARE SELECTED MOTION PICTURES FOR SHIPMENT TO RESOTRATION FACILITY, WHEN NECESSARY
7. CONSULT WITH CURATOR, BYU MOTION PICTURE ARCHIVE ON UPCOMING PRESERVATION NEEDS OF SPECIFIC MOTION PICTURES AND SUGGEST POSSIBLE ACTIONS TO TAKE

**Item Total** 0.00

SEND PO TO:  
richardmeyer3610@msn.com

**Total PO Amount** 0.00

Unauthorized