



# ORDERING INFORMATION

**FSA-441B** (Page 2) (proposal 13)

This form is available electronically. Form Approved OMB No. 0540-0040	
<b>FSA-441B</b> U.S. DEPARTMENT OF AGRICULTURE Farm Service Agency <b>CUSTOM DIGITAL PRINT FORM</b>	
1. NAME 2. ADDRESS (STREET ADDRESS) 3. ADDRESS (PO BOX) <b>A</b> 4. CITY, STATE & ZIP 5. COUNTRY NAME 6. TELEPHONE NUMBER 7. FAX NUMBER 8. E-MAIL ADDRESS 9. IF KNOWN: A. CUSTOMER CODE B. AGENCY CODE C. PURCHASE ORDER (PO) NUMBER 10. CREDIT CARD NUMBER 11. EXP. DATE (MM/YY) 12. TOTAL REPRODUCTIONS <b>B</b> 13. AMOUNT REMITTED / PO AMOUNT	<b>INSTRUCTIONS</b> ORDERING - Products are made to order. Don't know what to order? See page 2 for additional information. Making your order includes your credit card number. Confirmation orders are not necessary, but if you do include it with your order, we'll be sure we'll handle it as a new order. PAYMENT - Prepayment is required. Use check or money order payable to the USDA FSA. Purchase orders are accepted from tax-supported agencies. Please do not send cash or blank checks. SHIPMENT - We ship the most economical method. No COD's, shipping costs are included in the price of the product. FOR U.S. GOVERNMENT AGENCY USE ONLY ORDERING UNIT CODE      FUNDS CHARGEABLE CERTIFY THAT THESE ITEMS ARE NECESSARY FOR USE IN THE PUBLIC SERVICE SIGNATURE <b>E</b> DATE
14. Description of your Area of Interest (AOI): Include state, county, and parcel details. Provide quarter quad (QQ) names, shapefiles in NAD83 projection, latitude and longitude coordinates, township/range/section(s), or a detailed map outlining your AOI boundaries.	
15. What type of layers would you like on your image? <input type="checkbox"/> Topographic <input type="checkbox"/> Hydrology <input type="checkbox"/> Transportation <input type="checkbox"/> Public Land Survey <input type="checkbox"/> None <input type="checkbox"/> Other Specify: _____	
16. Select your preferred paper type: <input type="checkbox"/> 300 DPI Fields Photo Paper (300 DPI) <input type="checkbox"/> 300 DPI Kinetics Photo Paper (300 DPI) <input type="checkbox"/> 300 DPI Kinetics Photo Paper (240 DPI) <input type="checkbox"/> 300 DPI Premium Photo Paper (300 DPI) <input type="checkbox"/> 300 DPI Premium Photo Paper (240 DPI) <input type="checkbox"/> 300 DPI Premium Photo Paper (240 DPI) *Some photo paper may have a white border. Your image will be visible on the entire page.	
17. Do you want the APFO template or print page? <input type="checkbox"/> YES, but I want a black color option template in A & B below. The image area options remain the same as the template. <input type="checkbox"/> NO	
18. Would you like a white border around your image? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Address Order for: CUSTOMER SERVICE SECTION Photography or Information: USDA FSA AERIAL PHOTOGRAPHY FIELD OFFICE 302 E. 30th Street, Suite 1200 Telephone: 802-356-3560 Fax: 802-356-3560 E-mail: <a href="mailto:apho@apho.usda.gov">apho@apho.usda.gov</a> Website: <a href="http://www.usda.gov">http://www.usda.gov</a>	

- A** Your customer information - please include your street address (Item 2) and telephone number (Item 6). If you are a tax-supported organization and want to be billed, place your purchase order number here (Item 9C).
- B** Total reproductions (Item 12) - in this area indicate the total number of reproductions by product (i.e. 1-24x24)
- Amount remitted/PO amount (Item 13) - by check, money order or Credit Card (Item 10).
- C** Area of Interest or AOI (item 14) – provide state, county, year(s), and description of your area or location here.
- Layer(s) available on your image (Item 15) – select option(s) listed or specify other if you want to provide your own.
- Paper Size and Type (Item 16) – select your desired paper size and type.
- APFO Template (Item 17) – indicate if you would like a template around your image. If YES, select available color options for border and text box in A and B. You may visit our website at <http://www.apfo.usda.gov> to view Custom Digital Prints and use our interactive Template Color sampler.
- Template Border (Item 18) – Indicate if you would like a white border.
- D** Instructions - these are brief instructions related to your order. See "HOW TO ORDER CUSTOM DIGITAL PRINTS" below.
- E** U.S. Government Agency Use Only - this may substitute for your purchase order. For FSA orders, your signature is required.
- F** Available color options for template border and text box areas.

**\* HOW TO ORDER CUSTOM DIGITAL PRINTS**

Fill out items 14 through 18 on the FSA-441B, Custom Digital Print form. Furnish one or more of the following forms of information and we will make a print selection for you:

- Latitude and Longitude coordinates (point and radius or four corner points.)
- Legal description of your area of interest in township, range, and section number.
- A topographic, county, or city map outlining your area of interest as accurately as possible.
- Electronic shapefiles in NAD83 projection.

Products are made after an order and payment is received. You may order over the telephone using a major credit card if you have a complete description of your area of interest using any form of information listed above. We may require you to send us a written request.

**\* APFO CUSTOM DIGITAL PRODUCTS AND SERVICES**

Depending on the original film scale or digital resolution, custom print scales will vary depending on coverage area, paper size, and printer limitations. Custom digital prints are defined as a single image requiring geospatial layer(s) or a mosaic of multiple images that may or may not require geospatial layer(s). Digital film scans are available in TIF format and may require geospatial services to provide a custom digital print of historical imagery. APFO utilizes Quarter Quad (QQ) and Compressed County Mosaic (CCM) products from the National Agriculture Imagery Program (NAIP). For special needs not covered elsewhere on this form, contact us directly. Additional fees may apply.

**\* OTHER IMAGERY**

Imagery secured for the Forest Service (FS) and National Resource Conservation Service (NRCS) can be purchased from us by the same procedures outlined for FSA photography. The negative scales vary from 1:6,000 to 1:80,000, depending on the project area. Most FS photography has been flown in natural color, some in black and white and color infrared. Most NRCS photography has been flown in black and white, some in natural color and color infrared.

**NOTE:** The following statement is made in accordance with the Privacy Act of 1974 (5 USC 552a) and the Paperwork Reduction Act of 1995, as amended. The Farm Service Agency, Aerial Photography Field Office is an Agency of the Department of Agriculture and is authorized to coordinate aerial photography programs and operations under Section 387 of the Agricultural Adjustment Act of 1938 (7 USC 1387). The requested information on this form will be used to process aerial photography orders as specified. Furnishing the requested information is strictly voluntary, however, orders may not be processed if information is incomplete. This information may be provided: 1) to the appropriate agency, whether Federal, State, local, or foreign, charged with the responsibility of investigating or prosecuting a violation of law, or of enforcing or implementing a statute, rule, regulation or order issued pursuant thereto, of any records within this system when information available indicates a violation or potential violation of law, whether civil, criminal or regulatory in nature and whether arising by general statute or particular program statute, or by rule, regulation or order issued pursuant thereto; 2) to a court, magistrate, or administrative tribunal, or to opposing counsel in a proceeding before any of the above, of any record within the system which constitutes evidence in that proceeding, or which is sought in the course of discovery to the extent that records sought are relevant to the subject of the proceeding.

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0560-0176. The time required to complete this information collection is estimated to average 30 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. **RETURN THIS COMPLETED FORM TO THE USDA FSA AERIAL PHOTOGRAPHY FIELD OFFICE AT THE ADDRESS LISTED ON PAGE 1.**