

Firm Name:	E-mail address:
Order By: Phone:	Today's Date/Time:
Direct: Fax:	Due Date/time:
Address:	Time of Pick-Up:
	# of Boxes:
	# of Original:
Client Matter#:	Job Description:
Case Name:	Grade/rate:

Description of Originals: \_\_\_\_\_

COPYING					
PAPER SIZE	As Original	All 8.5 x 11	Other:		
SIDES	As Original	All one sided	2 sided for 2 sided	2 sided for 1 sided	1 sided for 2 sided
COLOR	As Original	Black & White	Color for color Photographs, Chart, Map		Highlighted
	Pen Color				
OVERSIZE	Copy Same Size	Roll	Fold	Reduce To _____	Enlarge To _____
DO WE COPY?			LABELING		
Folders-----	Yes No	Slip Sheet _____	Label original only		
Redwelds-----	Yes No	Slip Sheet _____	Label original, then make ___ copies		
Spines-----	Yes No	Slip Sheet _____	Make one copy, the label copy		
Divider Tabs-----	Yes No	Slip Sheet _____	Make one Copy, label copy, then make ___ additional copies		
Standard Language-	Yes No	Slip Sheet _____	<u>ALSO LABEL THE FOLLOWING</u>		
Post It Notes-----	Yes No	Slip Sheet _____	Post Its Notes	Covers	
Duplicates-----	Yes No	Slip Sheet _____	Redwelds	Spine	
Binder Cover-----	Yes No	Slip Sheet _____	Folders	Tabs	
Slip Sheets-----	Yes No	Slip Sheet _____	Binders	Standard Language	
Receipts-----	Yes No	Slip Sheet _____	START LABEL# _____		
Envelopes-----	Yes No	Slip Sheet _____	Standard (Font: Arial Bold, Size: 12pt)		
Checks-----	Yes No	Slip Sheet _____	Other Font: _____ Size: _____		
CD DVD Floppies--	Yes No	Slip Sheet _____	Space Between Prefix and Number Yes No		
<div style="border: 1px solid black; width: 100%; height: 60px; margin: 10px auto;"> <p style="text-align: center; color: gray; font-size: small;">Enter Sample Here</p> </div>					

FINISHING					
Rebind Originals	<u>Original Copy</u>				
Restaple Originals	Bind	GBC	Velo	Tape bind	Wire Other _____
Reclip Originals	2 Hole Drill				
Staple Copies As Originals	3 Hole Drill				
Clip Copies As Originals	3 Ring Binders	1"	2"	3"	Other _____ D-Ring
Do Not Staple or Clip Copies	Manilla Folders				
Do Not Restaple or Reclip Original	Redwelds				
Rubber band Copies	Insert Tabs:	As Originals	Numbers	Custom Tabs	
As Original Per Folder Other _____	Side	Alpha	Exhibit	Bottom	

**SPECIAL INSTRUCTIONS**