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JOB # _____

Written by: _____

Date: _____

Requested By: _____

Date Due: _____ Time Due: _____ am / pm /RUSH

Firm Name: _____

Tel # : _____

Address: _____

of Originals: _____

Client Matter #: _____
 (Add'l Billing Info)

of Copies: _____
 (total sets)

Quote: \$ _____

Bill to: _____

COPY SCAN RIP BURN

- Copy as original (Size for Size)
- Scan as original (Size for Size)
- 8.5x11 Stock _____
- Tagged Originals: Copy Only _____
- Single Sided Copy (1:1 / Convert 1:2)
- Double Sided Copy (2:2 / Convert 2:1)
- Color Original: B&W or COLOR
- Reduce / Enlarge to: _____ B&W or Color
- Oversize Copies – B&W or Color – Fold or Roll
- RIP from Disk / Download & RIP from E-Mail

<u>Do We Label/Copy/Scan?</u>	YES	NO
File Folders	<input type="checkbox"/>	<input type="checkbox"/>
Redweld Labels	<input type="checkbox"/>	<input type="checkbox"/>
Spines	<input type="checkbox"/>	<input type="checkbox"/>
Covers	<input type="checkbox"/>	<input type="checkbox"/>
Tabs (Match/Copy)	<input type="checkbox"/>	<input type="checkbox"/>
Slip Sheets	<input type="checkbox"/>	<input type="checkbox"/>
Standard Language	<input type="checkbox"/>	<input type="checkbox"/>
CD's	<input type="checkbox"/>	<input type="checkbox"/>
Blank Index Tabs	<input type="checkbox"/>	<input type="checkbox"/>
Post-It Notes (R&R)	<input type="checkbox"/>	<input type="checkbox"/>
Flags (R&R)	<input type="checkbox"/>	<input type="checkbox"/>

- Scan: PDF : TIFF : JPEG OCR Document Breaks per: _____
- Load File _____ E - Numbering _____ File Names _____

FINISHING / BATES NUMBERING / OTHER SERVICES

Originals:

- Re-Bind same as prior to copying
- Staple
- Clip
- Rubber Band
- Drill: 2 Hole or 3 Hole
- Saddle Stitch
- Pad
- GBC SPIRAL / COIL / VELO / ACCO / DEPO
- Foam Core Mount / Laminate
- Bates Numbering - Starting No. _____

SPECIAL INSTRUCTIONS:

Copies:

- Bind same as Original (Collate or Group)
- Staple
- Clip
- Rubber Band
- Drill: 2 Hole
- Drill: 3 Hole Put in Binder
- Saddle Stitch
- Pad
- GBC SPIRAL / COIL / VELO / ACCO / DEPO
- Foam Core Mount / Laminate
- Bates Numbering - Starting No. _____

CD / DVD / AUDIO / VIDEO – DUPLICATIONS:

- Video Cassette: VHS / VHS-C / 8mm
- Convert from _____ to _____
- Copy/Burn from _____ to _____