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JOB #

Written by: \_\_\_\_\_

Date: \_\_\_\_\_

Requested By: \_\_\_\_\_

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Client Matter #: \_\_\_\_\_  
(Add'l Billing Info)

Quote: \$ \_\_\_\_\_

Date Due: \_\_\_\_\_ Time Due: \_\_\_\_\_  am  pm  RUSH

Tel # : \_\_\_\_\_

# of Originals: \_\_\_\_\_

# of Copies: \_\_\_\_\_  
(total sets)

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 2:1 )
- Double Sided Copy ( 2:2 / Convert 1:2)
- Color Original:
- Reduce / Enlarge to: \_\_\_\_\_
- Oversize Copies – \_\_\_\_\_
- RIP from Disk      Download & RIP from E-Mail

| Do We Label/Copy/Scan? | 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
- 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 – DUPLICATIONS:**

- CD  DVD Burn x \_\_\_\_\_
- CD  DVD Label \_\_\_\_\_

\_\_\_\_\_