



JOB # _____

- CSR/Sales _____
- Operator _____
- QC By: _____
- Delivery _____

2005 I Street Ste. 100 * Sacramento, CA 95811 Tel: 916-476-6376 Fax: 916-476-6375

Firm Name: _____ **Order Date:** _____

Address: _____ **Date Due:** _____ @ _____ am / pm

_____ **# Of Copies:** _____

Phone: _____

Bill To: _____

Requested By: _____

Reference # _____

Of Originals: _____ **# Of Boxes:** _____

COPY INSTRUCTIONS

- Copy As Original (Size for Size)
- Tagged Originals: Copy Only _____
- Single Sided Copy (1:1 / 1:2)
- Double Sided Copy (2:2 / 2:1)
- All 8.5" x 11"
- Color Originals: B/W or COLOR
- 3 Hole Paper or 2 Hole Paper
- Reduce/Enlarge: _____
- Oversize Copies - Fold or Roll
- Lamination - Transparency

Do we Label / Copy

Y / N

- Covers _____
- File Folder Labels _____
- Redweld Labels _____
- Post-it-Notes (R/R) _____
- Index Tabs (Copy / Match) _____
- Spines _____
- Slip Sheets _____
- Standard Language _____
- Others _____

FINISHING / BATES NUMBERING & OTHERS SERVICES

Originals:

- Re-Bind the same as prior to Copying
- Staple
- Clip
- Rubber Band
- 2 Hole or 3 Hole
- Bates Starting # _____

Copies:

- Bind same as Originals - Collate or Group
- Staple
- Clip
- Rubber Band
- 2 Hole or 3 Hole
- Bates Starting # _____

Media

- CD to CD DVD to DVD Disk to Disk
 - Audio to Audio Micro to Micro Video to Video
- Length Audio: 30 /60 /90 /120 Length Tape: 2, 4, 6, 8 hr
- Video to DVD
 - Audio to CD or _____
- Other Duplication: _____

Exhibit Boards

- Enlargement: Color / B&W _____ X _____ Qty _____
 - Foam Core Mount _____ X _____ Qty _____
- Laminate Yes / No

Binding

- GBC Spiral - Velo - Acco Bind Original and Copy
- Depo- Tape - Coil
- Chicago Style Bind Copy Only

