



CORPORATE
DOWNTOWN

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JOB # _____

DATE: ____/____/____

See special instructions on back

BILLING REFERENCE: _____

DUE DATE: ____/____/____ DUE TIME: _____

OF ORIGINALS: _____ # OF COPIES _____

CLIENT & BILLING INFO

ORDERED BY

FIRM NAME: _____
ADDRESS: _____
PHONE: () _____
CONTACT: _____

BILLING TO:

SAME OTHER (FILL OUT BELOW)

FIRM NAME: _____
ADDRESS: _____
PHONE: () _____
CONTACT: _____

DELIVERY INFORMATION

DELIVER ORIGINALS TO: SAME OTHER (FILL OUT BELOW)

FIRM NAME: _____
ADDRESS: _____
PHONE: () _____
CONTACT: _____

DELIVER COPIES TO: SAME OTHER (FILL OUT BELOW)

FIRM NAME: _____
ADDRESS: _____
PHONE: () _____
CONTACT: _____

COPY INSTRUCTIONS

COPY INSTRUCTIONS

- SIZE FOR SIZE 2 SIDED FOR 2 SIDED
- ALL 8.5 x 11 2 TO 1 STAPLE CLIP LOOSE
- ALL 8.5 x 14 1 TO 2 SIDED
- ALL 11 x 17 ONLY TAGGED ORIGINALS
- OTHER ONLY CLIPPED ORIGINALS

DO WE COPY

	YES	NO	COLOR
POST-IT-NOTES: R-R/ S C L	<input type="radio"/>	<input type="radio"/>	_____
SLIP SHEETS	<input type="radio"/>	<input type="radio"/>	_____
COVERS	<input type="radio"/>	<input type="radio"/>	_____
FILE FOLDER COVERS/TABS	<input type="radio"/>	<input type="radio"/>	_____
TABS	<input type="radio"/>	<input type="radio"/>	_____
STANDARD LANGUAGE	<input type="radio"/>	<input type="radio"/>	_____
REDWELLS	<input type="radio"/>	<input type="radio"/>	_____
DUPLICATES	<input type="radio"/>	<input type="radio"/>	_____
SPINES	<input type="radio"/>	<input type="radio"/>	_____
COLORED SHEETS	<input type="radio"/>	<input type="radio"/>	_____
OTHER _____	<input type="radio"/>	<input type="radio"/>	_____

BATES LABEL

PREFIX _____ ORIGINAL COPIES
START # _____
SUFFIX _____

DIGITAL COLORS

	COLOR	B/W
<input type="radio"/> 8.5 x 11 PHOTOS	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> SAME SIZE MAPS/GRAPHS	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> 11 x 17 INK PEN	<input type="radio"/>	<input type="radio"/>
<input type="radio"/> OTHER HIGHLIGHTER	<input type="radio"/>	<input type="radio"/>
ALL	<input type="radio"/>	<input type="radio"/>

OVERSIZE COPYING

SAME SIZE FOLD ROLL
 ENLARGE TO _____
 REDUCE TO _____

TRIAL BOARDS

COLOR B/W
 18 X 24 24 X 36
 30 X 42 36 X 48

BASIC MEDIA INSTRUCTIONS

- AUDIO TAPE
- VIDEO TAPE
- CD TO CD
- FLOPPY TO FLOPPY
- X-RAYS

FINISHING

- RE-BIND ORIGINALS
- RESTAPLE ORIGINALS
- RE-CLIP ORIGINALS
- BIND COPIES AS ORIGINALS
- STAPLE COPIES AS ORIGINALS
- CLIP COPIES AS ORIGINALS
- RUBBEBAND COPIES:
 AS ORIGINALS PER FOLDER OTHER
- DO NOT STAPLE OR CLIP COPIES
- COPIES SLIP SHEETED AS ORIG. COLOR _____
- SEE SPECIAL INSTRUCTIONS ON BACK

ORIG. COPY

- 3-HOLE BINDERS _____
- 2-HOLE ACCO
- TAPE
- GBC
- VELO
- TABS: ALPHA NUMERIC CUSTOM
- COVERS:

BOXING INSTRUCTIONS

- BOX FOR BOX COPIES WITH ORIGINALS