CopyPage

Litigation Document Services

JOB NUMBER _____

❑ SEE SPECIAL INSTRUCTIONS

GRADE OF WORK A B C D E

DAY IN _____

TIME IN _____

DAY DUE _____

TIME DUE _____

FIRM NAME _____ # OF ORIGINALS _____

ADDRESS _____ # OF BOXES _____

TELEPHONE # _____ # OF COPIES _____

ORDERED BY _____ MATERIAL TYPE _____

CLIENT MATTER # _____ EST. PRICE PER COPY _____

DESCRIPTION _____ EST. TOTAL COST _____

COPY

COPY

- ⑧ SIZE FOR SIZE
- ⑧ ALL 8.5 X 11
- ⑧ ALL 8.5 X 14
- ⑧ ALL 11 X 17
- ⑧ OTHER _____
- ⑧ 2 SIDED FOR 2 SIDED
- ⑧ 2 TO 1 SIDED S C L
- ⑧ 1 TO 2 SIDED
- ⑧ ONLY TAGGED ORIGINALS
- ⑧ ONLY CLIPPED ORIGINALS

DO WE COPY

	YES	NO	COLOR
POST-IT-NOTES: R-R / S C L	⑧	⑧	_____
SLIP SHEETS WITH TEXT	⑧	⑧	_____
BINDER/BOOK COVERS	⑧	⑧	_____
FILE FOLDER COVERS	⑧	⑧	_____
FILE FOLDER TABS	⑧	⑧	_____
TABS	⑧	⑧	_____
STANDARD LANGUAGE	⑧	⑧	_____
REDWELLS	⑧	⑧	_____
DUPLICATES	⑧	⑧	_____
SPINE	⑧	⑧	_____
OTHER _____	⑧	⑧	_____

BATES LABEL

⑧ ORIGINALS ⑧ COPIES PRICE PER _____

START # _____

END # _____

SEE BATES LABEL FORM FOR FULL INSTRUCTIONS

DIGITAL COLOR

PRICE PER _____

⑧ COLOR ⑧ 8.5 X 11 ⑧ 11 X 17

⑧ B & W ⑧ SAME SIZE ⑧ OTHER _____

OVERSIZE COPYING

PRICE PER _____

⑧ SAME SIZE ⑧ FOLD ⑧ ROLL

⑧ ENLARGE TO _____

⑧ REDUCE TO _____

COURTROOM EXHIBITS

PRICE PER _____

⑧ BLACK & WHITE ⑧ 24 X 36 ⑧ FOAM CORE

⑧ COLOR ⑧ 30 X 40 ⑧ LAMINATE

⑧ ELECTRONIC ⑧ 36 X 48 ⑧ OTHER _____

⑧ PHOTOGRAPHIC ⑧ 40 X 60

FINISHING

- ⑧ RE-BIND ORIGINALS
- ⑧ RE-STAPLE ORIGINALS
- ⑧ RE-CLIP ORIGINALS
- ⑧ STAPLE COPIES AS ORIGINAL
- ⑧ CLIP COPIES AS ORIGINAL
- ⑧ RUBBERBAND COPIES:
  - ⑧ AS ORIGINAL ⑧ PER FOLDER ⑧ OTHER _____
- ⑧ DO NOT STAPLE OR CLIP COPIES
- ⑧ COPIES SLIP SHEETED AS ORIG. ⑧ COLOR _____

ORIG. COPY

⑧	⑧	3-HOLE	⑧ TEXT READING OUT		
⑧	⑧	2-HOLE	⑧ TOP	⑧ SIDE	
⑧	⑧	WIRE-O:	⑧ TOP	⑧ SIDE	⑧ COVERS _____
⑧	⑧	GBC:	⑧ TOP	⑧ SIDE	⑧ COVERS _____
⑧	⑧	VELO:	⑧ TOP	⑧ SIDE	⑧ COVERS _____
⑧	⑧	ACCO:	⑧ TOP	⑧ SIDE	⑧ COVERS _____
⑧	⑧	FILE FOLDERS:	⑧ AS ORIG.		⑧ OTHER _____
⑧	⑧	REDWELLS			
⑧	⑧	TABS:	⑧ AS ORIGINAL	⑧ CUSTOM _____	
⑧	⑧	BINDERS:	1" 2" 3"	OTHER____	⑧ D-RING

SPECIAL INSTRUCTIONS: _____

_____

BOXING

- ⑧ BOX FOR BOX
- ⑧ COPIES WITH ORIGINALS
- ⑧ LABEL SEQUENCE ON BOX _____
- ⑧ COLLATE
- ⑧ UNCOLLATE

DELIVER/BILL TO:

⑧ SAME ⑧ OTHER

TO: _____

_____

Picked Up By _____ Account Executive _____

Client Signature _____

CLIENT AUTHORIZES CopyPage TO PERFORM ABOVE WORK AND AGREES TO INSTRUCTIONS AS WRITTEN