



Firm Name \_\_\_\_\_  
Ordered By \_\_\_\_\_  
Client Matter# \_\_\_\_\_  
Date Due \_\_\_\_\_  
Time Due \_\_\_\_\_  
Sales Rep \_\_\_\_\_

## SCANNING / DIGITAL INSTRUCTIONS - WORK ORDER

### COPIES:

\_\_\_\_\_ COPY OF CD  
\_\_\_\_\_ COPY OF DVD  
\_\_\_\_\_ COPY OF FLOPPY

### OVERSIZE COPIES:

\_\_\_\_\_ COLOR  
\_\_\_\_\_ BLACK & WHITE  
\_\_\_\_\_ REDUCED TO \_\_\_\_\_  
\_\_\_\_\_ ENLARGE TO \_\_\_\_\_  
\_\_\_\_\_ SIZE FOR SIZE

### AUDIO/VIDEO CONVERSION:

\_\_\_\_\_ VHS TO DVD  
\_\_\_\_\_ VHS TO MPEG  
\_\_\_\_\_ DVD TO VHS  
\_\_\_\_\_ CASSETTES TO CD  
(CD AUDIO/MP3)

### BLOWBACKS:

\_\_\_\_\_ 8.5x11 BLACK & WHITE  
\_\_\_\_\_ 8.5x11 COLOR

### FINISHING:

STAPLE \_\_\_\_\_

SLIPSHEET \_\_\_\_\_

### SPECIAL INSTRUCTIONS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### SCANNING

\_\_\_\_\_ SOFTWARE FORMAT AND/OR LOAD FILE

FILE FORMAT:      tif \_\_\_\_\_      pdf \_\_\_\_\_      jpg \_\_\_\_\_  
PAGE FORMAT:      Single \_\_\_\_\_      Multipage \_\_\_\_\_  
COLOR FORMAT:      Color \_\_\_\_\_      Black & White \_\_\_\_\_

### LABEL CD AS:

\_\_\_\_\_  
\_\_\_\_\_

### TRIAL BOARDS

TRIAL BOARD SIZE: 24x36 \_\_\_\_\_ 30x40 \_\_\_\_\_ 36x48 \_\_\_\_\_ Special \_\_\_\_\_  
PAPER TYPE: Glossy \_\_\_\_\_ Plain \_\_\_\_\_  
FRAME: Glossy Black Plastic \_\_\_\_\_

### OTHER INSTRUCTIONS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please call our office if we can be of any  
service or help. 214-742-1113