



Firm Name _____
Ordered By _____
Client Matter# _____
Date Due _____
Time Due _____
Sales Rep _____
Pager # _____

COPY INSTRUCTIONS / WORK ORDERS

NUMBER OF COPIES _____

- _____ ALL 8 ½ X 11
- _____ ALL 8 ½ X 14
- _____ SIZE FOR SIZE
- _____ COPY ONLY TAGGED DOCUMENTS
- _____ COPY ONLY CLIPPED DOCUMENTS
- _____ 2 SIDED TO 2 SIDED
- _____ CONVERT 1 SIDED TO 2 SIDED
- _____ CONVERT 2 SIDED TO 1 SIDE
- _____ COPY COVER ON _____
- _____ COPY POST-IT NOTES ON _____
- _____ COPY RED ROPES ON _____
- _____ COPY FILE FOLDERS ON _____
- _____ INSERT TABS AS ORIGINALS
- _____ COLOR COPIES AS ORIGINAL
- _____ REMOVE AND REPLACE POST-IT NOTES
- _____ FOLLOW INSTRUCTIONS ON POST-IT NOTES

FINISHED PROJECT INSTRUCTIONS

- _____ RECLIP ORIGINALS
- _____ CLIP COPIES AS ORIGINAL
- _____ RESTAPLE ORIGINALS
- _____ RESTAPLE COPIES AS ORIGINALS
- _____ PAPER CLIP BY _____
- _____ RUBBER BAND & CHIPBOARD BY _____
- _____ DO NOT STAPLE OR CLIP COPIES
- _____ SLIP SHEET AS ORIGINAL

BOX _____ OF _____

BATES LABELING INSTRUCTIONS

- _____ BATES LABELING ONLY
- _____ BATES LABEL – THEN COPY
- _____ COPY, BATES LABEL THE COPIES
- _____ COPY, BATES LABEL, COPY AGAIN

OVERSIZE INSTRUCTIONS

- _____ REDUCE TO _____
- _____ FOLD AS ORIGINAL
- _____ ROLL AS ORIGINAL
- _____ COPY TABS ON _____

BINDING INSTRUCTIONS

- _____ BIND COPIES AS ORIGINALS
- _____ 3 HOLE DRILL COPIES
- _____ DEPOSITION BIND COPIES
- _____ 2 HOLE DRILL (TOP) COPIES
- _____ ACCO BIND COPIES
- _____ GBC BIND COPIES
- _____ VELO BIND COPIES
- _____ 2 HOLE DRILL (SIDE) COPIES

VIDEO/AUDIO DUPLICATION

NUMBER OF COPIES _____

OTHER INSTRUCTIONS
