

<b>Job #</b>	
<b>Invoice</b>	

<b>FIRM NAME:</b>
<b>ATTORNEY NAME:</b>
<b>PARALEGAL/SECRETARY:</b>
<b>BILLING REFERENCE:</b>

<b>Date Ordered:</b>	/	/	/
<b>Date Due:</b>	/	/	
<b>Time Due:</b>	:	AM	<input type="checkbox"/> PM <input type="checkbox"/>

**TYPE OF JOB:**     COPY     SCAN     E-DISCOVERY     OTHER

<b># Sets</b>	
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<b>COPY INSTRUCTIONS</b>
<input type="checkbox"/> CONVERT: <input type="checkbox"/> 1>2 <input type="checkbox"/> 2>1
<input type="checkbox"/> TAGGED ONLY
<input type="checkbox"/> FOLDER TABS
<input type="checkbox"/> INDEX TABS
<input type="checkbox"/> POST-IT R&R
<input type="checkbox"/> REDWELDS
<input type="checkbox"/> COVERS
<input type="checkbox"/> SPINES

<b>PACKAGING</b>
<input type="checkbox"/> TOGETHER
<input type="checkbox"/> SEPERATE
<input type="checkbox"/> PLAIN BOXES

<b>PAPER</b>
<input type="checkbox"/> ALL 8.5 x 11
<input type="checkbox"/> ALL 8.5 x14
<input type="checkbox"/> ALL 11 x 17
<input type="checkbox"/> EXACTLY AS IS

<b>COLOR</b>
<input type="checkbox"/> AS IS
<input type="checkbox"/> DOUBLE SIDED
<input type="checkbox"/> 2 TO A PAGE

<b>INSERTS</b>
<input type="checkbox"/> INDEX TABS
<input type="checkbox"/> CUSTOM TABS
<input type="checkbox"/> SLIP SHEETS
<input type="checkbox"/> OTHER

<b>OVERSIZE</b>
<input type="checkbox"/> B&W
<input type="checkbox"/> COLOR
<input type="checkbox"/> ENL. TO
<input type="checkbox"/> RED. TO
<input type="checkbox"/> FOLD <input type="checkbox"/> ROLL

<b>FINISHING</b>
<input type="checkbox"/> STAPLE COPY
<input type="checkbox"/> CLIP COPY
<input type="checkbox"/> 3 HOLE
<input type="checkbox"/> 2 HOLE: <input type="checkbox"/> TOP <input type="checkbox"/> SIDE
<input type="checkbox"/> BIND: <input type="checkbox"/> COPY / <input type="checkbox"/> ORIG
<input type="checkbox"/> 3 RING BINDER
<input type="checkbox"/> GBC DEPO
<input type="checkbox"/> ACCO: TOP SIDE
<input type="checkbox"/> RUBBERBAND
<input type="checkbox"/> O/S IN SHEET PROTECTORS

<b>NOTES</b>	
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**FOR OFFICE USE ONLY**

START:	START:
END:	END:
START:	START:
END:	END:

# IMAGING INSTURCTIONS

TYPE
<input type="checkbox"/> ALL B&W
<input type="checkbox"/> COLOR
<input type="checkbox"/> AS IS

CONTENTS
<input type="checkbox"/> INDEX TABS
<input type="checkbox"/> SLIP SHEETS
<input type="checkbox"/> POST IT
<input type="checkbox"/> OTHER

DOC. BREAKS
<input type="checkbox"/> PER TAB
<input type="checkbox"/> PER STAPLE
<input type="checkbox"/> PER CLIP
<input type="checkbox"/> Logical Breaks

CODING
<input type="checkbox"/> PER DOCUMENT
<input type="checkbox"/> PER PAGE
<input type="checkbox"/> ZONAL
<input type="checkbox"/> # of FIELDS

CODING FIELDS

LOAD FILES
<input type="checkbox"/> SUMMATION
<input type="checkbox"/> TRIAL DIRECTOR
<input type="checkbox"/> CON. / OPTICON
<input type="checkbox"/> CUSTOM

## BATES NUMBER / ENDORSEMENT

<u>LEFT</u>	<u>CENTER</u>	<u>RIGHT</u>

<input type="checkbox"/> TIFF	<input type="checkbox"/> JPEG	<input type="checkbox"/> PDF	<input type="checkbox"/> BOTH	<input type="checkbox"/> SINGLE PAGE	<input type="checkbox"/> MULTI-PAGE	<b>OUTPUT FILE TYPE</b>
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<b>PROJECT DELIVERY MEDIA</b>	<input type="checkbox"/> CD	<input type="checkbox"/> DVD	<input type="checkbox"/> HARD DRIVE
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<b>NOTES</b>	
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### FOR OFFICE USE ONLY

#### TOTALS

<u>B&amp;W/SCANNING</u>	<u>OVERSIZE</u>	<u>BINDS</u>
<u>COLOR</u>	<u>TABS</u>	<u>BATES LABELS</u>