



First Image

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Firm Name: _____

Today's Date: _____

Address: _____

Date/Time Due: _____

Ordered By: _____

Client Matter/Ref: _____

Telephone: _____ Ext. _____

Job Description: _____

Emergency Phone Number: _____

Number of Copy Sets: _____

COPYING

Paper Size:

As Original

Other _____

Copy:

As Original

All One-Sided S C L

All Two-Sided

Stapling:

As Original

None

Other _____

Clip:

As Original

None

Other _____

Rubberband:

As Original

None

Other _____

Do We Copy?

Yes No

File Folder Covers Provide File Folders

Redwell Covers Provide Redwells

Binder Covers/Spine Provide Binders

Divider Tabs Provide Tabs

Classification Folders Provide Class. Folders

Post-Its S C L

Standard Language

Tagged Documents Only

Slipsheet

Other

Color Copying

Copy Color in B/W

Color for Color

Photos

Graphs

Highlights

Document Labeling

Originals Copies

Prefix / Start Number:

Alpha #

Space: Yes No

Oversize Copying

Roll

Fold

Exhibit Boards

Color Black & White

Mounting Lamination

Foam / Gator Board

Size: x

FINISHING

Originals Copies

Velo Binding Top Side

Acco Binding Top Side

GBC Binding Top Side

Tape Binding

3-Hole Punch

2-Hole Punch Top Side

Add'Instructions:

Account Executive:

First Image Job #

Pick Up By: