



First Image

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Firm Name: \_\_\_\_\_

Today's Date: \_\_\_\_\_

Address: \_\_\_\_\_

Date/Time Due: \_\_\_\_\_

Client Matter/Ref: \_\_\_\_\_

Ordered By: \_\_\_\_\_

Job Description: \_\_\_\_\_

Telephone: \_\_\_\_\_ Ext. \_\_\_\_\_

Emergency Phone Number: \_\_\_\_\_

Number of Copy Sets: \_\_\_\_\_

IMAGING

Imaging Size:

- As Original
Other

Imaging Simplex:

- As Original
All One-Sided
All Two-Sided

Doc Break per staple:

- As Original
None
Other

Doc Break per Clip:

- As Original
None
Other

Doc Break Rubberband:

- As Original
None
Other

Do We Scan?

- File Folder Covers
Redwell Covers
Binder Covers/Spine
Divider Tabs
Classification Folders
Post-Its
Standard Language
Tagged Documents Only
Slipsheet
Other
Provide File Folders
Provide Redwells
Provide Binders
Provide Tabs
Provide Class. Folders

Color Imaging

- Color in B/W
Color for Color
Photos
Graphs
Highlights
Oversize Imaging
Size for Size
Reduce to 11x17
Color in B/W
Color for Color

Document Endorse

- Original Images
Make copy of Images then Prefix / Start Number:
Alpha #
Space: Yes No

Load Files

- Concordance
Summation
Opticon
Doculex
PDF

FINISHING

Originals Copies

- Velo Binding
Acco Binding
GBC Binding
Tape Binding
3-Hole Punch
2-Hole Punch
Top Side
Top Side
Top Side
Top Side

Printing

- Number of Copies
Print All
Selected Documents
With Slipsheets
Staple
Clip

Add'Instructions: \_\_\_\_\_

Account Executive:

First Image Job #

Pick Up By: