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Invoice #

*Client/Firm: _____

*Email Invoice Require Paper Invoice

*Contact Person: _____

Today's Date: _____

Address: _____

*Date/Time Required: _____

*Email: _____

Case Name/File #: _____

*Phone/Direct Dial: _____

Pickup Delivery

<p>COPY Quantity _____</p> <p>STRAIGHT COPY: All copies without staples, clips and tabs. Sets banded and returned</p> <p>EXACT REPRODUCTION: As is; staple for staple, clip for clip and tab for tab</p> <p>Color Color As B&W Color Dependent Only</p> <p>*RETURN OF ORIGINALS</p> <p>Return Originals As is Staple Originals</p> <p>Bind Original Other: _____</p> <p>Band Originals</p>	<p>SCAN OCR</p> <p>Color Color As B&W Color Dependent Only</p> <p>Bates Labeling File Format</p> <p>Prefix _____ PDF</p> <p>Suffix _____ TIFF</p> <p>Starting Number _____ JPG</p> <p>Number of Digits _____ Load File</p> <p>Use Leading Zeros See additional instructions</p> <p>Bookmarking Per Index Per File</p> <p>Other _____</p>
<p>FINISHING & BINDING</p> <p>2 Hole/Acco side top Clear Cover/Black Back</p> <p>3-Hole Binder Color Cover</p> <p>Coil Tabs</p> <p>Spiral (Comb or GBC) Insert Tabs</p> <p>Velo No Tabs</p> <p>Staple (upper left) Separator Sheets</p> <p>Saddle Stitch Custom Tabs</p>	<p>DELIVERY OF DATA Disc Label</p> <p>CD or DVD Project Title</p> <p>Flash Drive No Label</p> <p>FTP/Web Transfer Blank / No Title</p> <p>Other (please explain)</p>
<p>MEDIA CD or DVD Duplication Quantity _____</p> <p>Audio Cassette to CD X-Ray Conversion</p> <p>VHS to DVD File Conversion</p>	<p>LARGE FORMAT Quantity _____</p> <p>Color B&W Staple with Binding Strip</p> <p>SIZE:</p> <p>As Is Reduce / Enlarge to Size: <input style="width: 100px;" type="text"/></p> <p>High Quality Poster Prints / Exhibits</p> <p>Gloss Mount on Foam Core</p> <p>Bond</p>

SPECIAL INSTRUCTIONS

Quantity	Description	Project Summary	Unit Rate	Totals
_____	_____	_____	@ _____	_____
_____	_____	_____	@ _____	_____
_____	_____	_____	@ _____	_____
_____	_____	_____	@ _____	_____

Project Leader Quality Control