



Firm: _____

Address: _____

Contact: _____

Email: _____

Today's Date: _____

Date Due: _____ Time Due: _____

Phone #: _____

Client Matter: _____

PROJECT INSTRUCTION

- Copy** # of Copies: _____
- As Original
- Staple as Original Only Tagged Docs
- Rubber Band Copies Clip as original
- Other: _____
- 1-Sided to 2-Sided 2-Sided to 1-Sided
- 2-Sided to 2-Sided
- Other: _____

Post-It Notes:

- 1 Copy with 1 Copy without
- Remove & Replace Copy with Post-It

TABS

- Side Bottom
- Exhibit Custom
- Copy Tabs

FINISHING

- 3 Hole GBC Bind
- 2 Hole Top Velo Bind
- Acco Bind Wire Bind
- Coll Bind **Bind Original** Yes No

BATES LABELING

- Label Original Label Copy
- All Bottom Right Space: Yes No
- Other Location _____
- Prefix _____
- Starting Number _____

SPECIAL INSTRUCTION

- Scan** # of Blowback Sets: _____
- Single Page Tiff Multi Page Tiff
- PDF
- OCR Yes No
 - Single Page Multi Page

Doc Breaks Per:

- Physical (per staple, binder, clip)
- File Folder
- Other: _____

- Delivery Via CD Volume ID _____
- Delivery Via DVD Delivery Via FTP

Load File:

- Concordance Summation
- Relativity Other: _____

COLOR

- All Black and White Color for Color
- Other: _____

DETAILS

- Covers Yes No
- Tabs Yes No
- Spines Yes No
- Redwelds Yes No
- File Folders Yes No
- Scan As: 1st Page Separate Page
- Standard Language Yes No

OVERSIZE

- Black & White Color
 - Size for Size
 - Enlarge to: _____
 - Reduce to: _____
- Rolled Folded Mount

Received By: _____

Date: _____