



ORDER FORM

Date: _____

1010 Second Ave. 120B/130B ♦ San Diego, CA 92101 ♦ (619)-235-6975 ♦ FAX 595-7841

FIRM: _____

Contact Name: _____

NUMBER OF SETS → _____

Rush: Rush charge applies

Date Needed By: _____

Time Needed By: _____

Case Name/# → _____

Finishing

___ Drilling ___ 2-hole top
 ___ 2-hole side
 ___ 3-hole side

___ Comb-bind
 ___ Velo-bind
 ___ Prong fasteners (Acco-Fasteners)
 ___ Stapled ___ 1-top left
 ___ 2-top
 ___ 2-left side
 ___ saddle stitch

___ Number originals then copy
 ___ Number copies only
 ___ Other
 ___ Insert tabs

Copying

___ Copy All
 ___ Copy all-1-sided
 ___ Copy all-2-sided
 ___ Copy same as originals
 ___ Copy Selected (flagged/clipped)
 ___ Copy Checks
 ___ Copy back & front of check
 ___ Copy post-it (separate)
 ___ Copy post-it (on documents)
 ___ Covers

 ___ Clear ___ Cardstock

Special Copy Instructions

___ Copy Checks ___1 ___2 ___3 per page
 ___ Post-it-Notes

 ___ Remove, copy & replace
 ___ Copy on separate page
 ___ Copy on page with document

___ Slip Sheet *Special see instructions
 ___ Place copies in 3-Ring Binders
 ___ Place copies in folders *see instructions

OFF SITE COPYING

Case# _____

Name: _____

Location: _____

Phone: _____

Contact: _____

Date to COPY: _____ Time: _____

___ Pursuant to Subpoena
 ___ Bound as Originals

Other: _____

___ **Video** *Special see instructions _____ # of Copies Each Originals

___ **Audio Cassettes** *Special see instructions _____ # of Copies Each Originals

___ **CD-ROM** *Special see instructions _____ # of Copies Each Originals

*Special Instructions:

Signature: _____