

# WORK ORDER REQUEST FORM



100 City Parkway, Suite #150 • LAS VEGAS, NV 89106 PH: (702) 598-4455 • FAX: (702) 998-0346

Ordered By: _____	Sales Rep: _____
Signature: _____	Date: _____
Firm Name: _____	Due Date: _____
Address: _____	Time Due: _____
Phone: _____	Pick-up / Delivery (circle)
Client Matter No.: _____	

**Please provide the following services for our firm:**

<b><u>COPIES:</u></b> [Check or circle]	Number of Copies _____	<b><u>SCANNING:</u></b> Number of CD(s): _____
___ Duplicate file as is (___ staples, ___ clips, ___ rubber bands)		Format: PDF IPRO JPEG
___ Remove and replace post-it notes		Scan as 1 PDF _____
___ Copy file labels on colored slip sheets		per Folder _____
___ Copy tabs on colored slip sheets		Per Binder _____
___ Insert tab for tab		Per Binding Element _____
___ Slip sheet for slip-sheet		Tabs _____
___ Color for color (with text / without text ) (_____ photos per page)		Slip Sheets _____
___ Bind copies as originals (Comb, Coil, Velo, Acco)		Covers _____
___ Hole punch (indicate 2, 3, Euro, top / side) Put in Binder (Yes/No) B/WColor for Color _____		Black & White _____
___ Copy clipped or tagged documents only (Pick & Choose)		Bookmark _____ Yes
___ Copy standard language		_____ NO
___ 2-sided for 2-sided		
___ Convert 2-sided to 1-sided		
___ Copy CD /DVD _____ Copy standard language		

SPECIAL INSTRUCTIONS: \_\_\_\_\_  
\_\_\_\_\_

**VIDEO / AUDIO:** Number of originals \_\_\_\_\_ Number of copies \_\_\_\_\_  
SPECIAL INSTRUCTIONS: \_\_\_\_\_

**BATES LABELING / BATES STAMP:** (Apply to Original Document / Apply to Copies)  
Alpha Prefix \_\_\_\_\_ ( Space / No Space ) Sequence Start #: \_\_\_\_\_ End Sequence#: \_\_\_\_\_  
Apply to Tabs (Yes/No)      Apply to Slip sheets (Yes/No)      Apply to Covers (Yes/No)

**EXHIBITS:** (Mounted on foam core) Kodak Color or Black & White - Size \_\_\_\_\_  
Originals provided - SPECIAL INSTRUCTIONS: \_\_\_\_\_

**BLUEPRINTS / MAPS:** (Bond Paper, Color or Vellum) - Size \_\_\_\_\_  
Originals provided - SPECIAL INSTRUCTIONS: \_\_\_\_\_