



FAST, ACCURATE, CONFIDENTIAL
REPRODUCTION COMPANY
 DALLAS • TEXAS



Serving The Legal And Business Professions Since 1946

(214) 720-9000

Firm Name _____

Today's Date _____

Address _____

Date Needed _____

Ordered By _____

Rush ASAP Time _____

Client/Matter _____

Telephone _____ Ext. _____

Deliver To: Receptionist / Floor # _____ My Office / Floor # _____ Copy Center / Floor # _____

Number of Copies Requested _____

COPYING

- RECREATE:** Exactly As Originals
 Size For Size, Color For Color, Bound As Original
NO FURTHER INSTRUCTIONS NECESSARY
- All Copies Letter Size
 - All Copies Size For Size As Original
 - Single Side All Copies
 - Two Side All Copies
 - Copy Only Tagged Tag Color _____
 - Copy Only Clipped
 - Copy All Post-it Notes With Writing
 - Copy Tabs
 - Insert New Tabs
 - Insert Color Slip Sheets For Tabs

BINDING

- Velo Bind (Plastic Strip) 3-Ring Binder
- GBC Bind (Plastic Spiral) Closing Binder
- Bind As Original Acco Bind Top
- Bind Original Deposition Bind
- Do Not Bind Original Other: _____

FINISHING

- 3-Hole Drill Copies (Side) 3-Hole Drill Originals
- 2-Hole Drill Copies (Top) 2-Hole Drill Originals
- Clip Copies Only Clip Originals Only
- Staple Copies Only Staple Originals only
- Reclip & Restaple Originals
- Staple & Clip Copies As Original
- Do Not Staple Or Clip Copies
- Do Not Staple Or Clip Originals

DOCUMENT NUMBERING

- Prefix _____ Start Number _____ Suffix _____
- Space No Space
 - Label Originals First Label Copies
 - Label Everything (File Folders, Tabs, Post-its, Etc.)
 - Label Documents Only

OVERSIZE - MAPS / SURVEYS

- Make Copies Same Size As Originals
- Reduce Copies To _____

COLOR COPIES / LASER PRINTS

- 1 Per Page Several Per Page
- Paper Size Needed: Letter Legal 11x17
- I Want Items Enlarged To: _____

TRIAL EXHIBITS

- 24x36 30x40 36x48 Other _____
- Black & White Color
- Mount on Foam Core Do Not Mount

IMAGING

- Save As TIFF File Convert To PDF File OCR

MEDIA DUPLICATION

- VHS Tape Compact Disk
- Standard Cassette Micro Cassette

SPECIAL INSTRUCTIONS
