



# ORDER FORM

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860.722.9992

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FAX: 860.722.9507

CUSTOMER: \_\_\_\_\_ ORDERED BY: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_ E-MAIL: \_\_\_\_\_  
 PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_ MATTER: \_\_\_\_\_  
 DATE DUE: \_\_\_\_\_ TIME DUE: \_\_\_\_\_



**A**     COPY     SCAN  
 ALL DOCS     TAGGED DOCS \_\_\_\_\_  
(NUMBER OF COPIES)

**B**    **COPY ME LIKE THIS!!!**

<input type="checkbox"/> COPY 1 FOR 1	<input type="checkbox"/> COPY 2 FOR 2	<i>POST ITS:</i> <input type="checkbox"/> REMOVE & REPLACE
<input type="checkbox"/> CONVERT 1 TO 2	<input type="checkbox"/> CONVERT 2 TO 1	<input type="checkbox"/> COPY <input type="checkbox"/> DISCARD
<input type="checkbox"/> COLOR FOR COLOR	<input type="checkbox"/> COLOR TO B/W	
<input type="checkbox"/> FULL SIZE	<input type="checkbox"/> REDUCE TO: _____	<input type="checkbox"/> ENLARGE TO: _____

**C**    **FINISHING**

**COPIES:**

STAPLE FOR STAPLE  
 CLIP FOR CLIP  
 STAPLE PER CLIP  
 LEAVE LOOSE

**ORIGINALS:**

AS IS  
 LEAVE LOOSE

**D**    **DRILLING**

**COPIES:**

2 HOLE  
 3 HOLE

**ORIGINALS:**

2 HOLE  
 3 HOLE

**E**    **TABS**

INSERT TABS  
 COPY TABS TO \_\_\_\_\_

**F**    **BINDING**

COPY     ORIG.  
 GBC     VELO  
 SPIRAL     ACCO  
 STAPLE  
 PRESENTATION

\_\_\_\_\_

3 RING BINDERS  
 MATCH ORIGINAL  
 FIT TO COPIES

\_\_\_\_\_

FRONT COVER: \_\_\_\_\_  
 BACK COVER: \_\_\_\_\_

**SEE REVERSE FOR:**

BATES     DIGITAL MEDIA & E-DISCOVERY     OVERSIZE

**G****BATES LABELS** ORIGINAL COPY**STANDARD** - 12PT ARIAL

-OR- FONT: \_\_\_\_\_ FONT SIZE: \_\_\_\_\_

STARTING LABEL: PREFIX \_\_\_\_\_ NUMBER \_\_\_\_\_

**H****DIGITAL MEDIA & E - DISCOVERY****ORIGINAL MEDIA**

- AUDIO
- VIDEO
- CD
- DVD
- USB
- HARD DRIVE

**CONVERSION OPTIONS**

- CONVERT & EXPORT TO
- PRINT ALL MEDIA
- ALL LOOSE
- W/ ASSEMBLY: STAPLES + BANDS
- W/ BLUE SHEETS
- DUPE MEDIA AS IS
- OCR

**FINAL EXPORT**

- PDF
- CONCORDANCE
- SUMMATION
- OTHER \_\_\_\_\_

**I****OVERSIZE**

- FULL SIZE
- ENLARGE/REDUCE TO: \_\_\_\_\_
- COLOR
- B/W
- STAPLE BIND
- LEAVE LOOSE
- FOLD
- ROLL
- FOAM CORE MOUNT

**J****SPECIAL INSTRUCTIONS**


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