



RUSH

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FIRM NAME _____

ADDRESS _____

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ORDERED BY _____

BILLING REFERENCE: [REQUIRED] _____

GENERAL DESCRIPTION OF JOB _____

TODAY'S DATE _____

DATE/TIME DUE _____

JOB # _____

CASE NAME _____

NUMBER OF COPIES _____

COPYING INSTRUCTIONS

Paper Size

- Size for size
- 8½x11
- 8½x14
- 11x17

Copy

- As Original
- 2-Sided for 2-Sided Convert
- 2-Sided to 1 Sided Tagged
- Documents Only Clipped
- Documents Only Tagged

Should We Copy?

Yes No

- File Folder Cover
- File Folder Tabs
- Divider Tabs
- Post-it Notes
- Spines

Over Size Document

Maps, Survey, Drawings

- Size for size
- Fold
- Roll

Color Copy

- Size for size
- 8½x11
- 8½x14
- 11x17
- Other

Special Copying Instructions

FINISHING INSTRUCTIONS

As Original

3 Hole Drill

2 Hole Drill

GBC Bind Top Side

Velo Bind Top Side

Acco Bind Top Side

Insert Copies in Folders as per Originals

Insert Copies in Binders as per Originals

Special Finishing Instructions

Insert Tab as per Originals

Rebind Originals

Restaple Originals

Reclip Originals

Staple Copies as Originals

Clip Copies as Originals Do

Not Staple or Clip Copies

Rubber Band Copies Copies

Slip Sheeted