

# COPY JOB WORKSHEET

Job/Reference #

Job Name

Ordering Attorney/Person   
Return Originals to

Today's Date  Due Date  Time Due

## "THE JOB"

# Of Originals   
# Of Copies   
Bates Labeling Sequence

## "PAPER"

All 8.5 X 11       Regular Paper       Convert 1 sided to 2 sided  
 All 8.5 x 14       3-Hole Drill       Convert 2 sided to 1 sided  
 Size for Size       2-Hole Drill       Slip Sheet per Slip Sheet

## "COPYING"

Covers  
 Spines  
 File Folder Covers  
 File Folder Tabs  
 Divider Tabs  
 Recreate Tabs  
 Redwells  
 Post-it-Notes

## "OVERSIZE DOCUMENTS"

Copy Same Size  
 Fold       Roll

## "COLOR COPIES"

Color to Color  
 Color to B & W

## "FINISHING"

Re-ring Originals       GBC  
 Re-staple Originals       3-Ring  
 Re-clip Originals       Other   
 Staple Copies as Originals  
 Do not staple copies  
 Do not clip copies  
 Rubber band copies  
 Chipboard & Rubber band

## "SPECIAL INSTRUCTIONS"