



# Legal Copy Order Form

**Firm Name:** \_\_\_\_\_

**Ordered by:** \_\_\_\_\_

Phone Number: \_\_\_\_\_ Extension: \_\_\_\_\_

**Client Reference Number:** \_\_\_\_\_

Order date: \_\_\_\_\_ **Due Date:** \_\_\_\_\_ **Time Due:** \_\_\_\_\_

Number of Originals \_\_\_\_\_ # of Copy Sets \_\_\_\_\_

<b>DO WE COPY?</b>	<b>NO</b>	<b>YES</b>	<b>COLOR</b>		<b>NO</b>	<b>YES</b>	<b>COLOR</b>
Covers/Backers	___	___	___	Duplicate carbons	___	___	___
File Folder Covers	___	___	___	Spines	___	___	___
Divider tabs	___	___	___	.....			
Post-It Notes	___	___	___	Size for Size	or	All 8 1/2" x 11"	
Redwelds	___	___	___	11 x 17:	Same size	reduce to _____	
Standard Language	___	___	___	Color:	for color	to B&W	
<b>(Please Circle One):</b>	<b>2 sided for 2 sided</b>		<b>Convert 2 sided to 1 sided</b>			<b>Convert 1 sided to 2 sided</b>	

<b>Finishing Details</b>	<b>NO</b>	<b>YES</b>	<b>AO's</b>					
Rebind Originals	___	___	___	GBC Bind	___	O's	___	C's
Restaple Originals	___	___	___	Velo Bind	___	O's	___	C's
Reclip Originals	___	___	___	3 hole drill	___	O's	___	C's
Staple Originals	___	___	___	2 hole drill	___	O's	___	C's
Clip Copies	___	___	___	Tabs	___	As O's	___	Other
Rubberband Copies	___	___	___	Recreate:	folders	labels		
Insert Slipsheets	___	___	___		redwelds	other		

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\*\*\*\* Any additional instructions please put on back \*\*\*\*

## **Additional Instructions:**