



JOB # _____

400 Capitol Mall · Suite 690 · Sacramento · CA · 95814
 Tel: (916) 444-1414 Fax: (916) 444-1011
 e-mail: job@denecocheainc.com

Written by: _____

Date: _____

Requested By: _____

Date Due: _____ Time Due: _____ am / pm /RUSH

Firm Name: _____

Tel #: _____

Address: _____

of Originals: _____

Client Matter #: _____
 (Add'l Billing Info)

of Copies: _____
 (total sets)

Bill to: _____

Quote: \$ _____

COPY SCAN RIP BURN

- Copy as original (Size for Size)
- Scan as original (Size for Size)
- 8.5x11 Card Stock Paper: _____
- Tagged Originals: Copy Only _____
- Single Sided Copy (1:1 / 1:2)
- Double Sided Copy (2:2 / 2:1)
- Color Original: B&W or COLOR
- Reduce / Enlarge to: _____ B&W or Color
- Oversize Copies – B&W or Color – Fold or Roll
- RIP from Disk / Download & RIP from E-Mail

Do We Label/Copy/Scan?	YES	NO
File Folders	<input type="checkbox"/>	<input type="checkbox"/>
Redweld Labels	<input type="checkbox"/>	<input type="checkbox"/>
Spines	<input type="checkbox"/>	<input type="checkbox"/>
Covers	<input type="checkbox"/>	<input type="checkbox"/>
Tabs (Match/Copy)	<input type="checkbox"/>	<input type="checkbox"/>
Slip Sheets	<input type="checkbox"/>	<input type="checkbox"/>
Standard Language	<input type="checkbox"/>	<input type="checkbox"/>
CD's	<input type="checkbox"/>	<input type="checkbox"/>
Blank Index Tabs	<input type="checkbox"/>	<input type="checkbox"/>
Post-It Notes (R&R)	<input type="checkbox"/>	<input type="checkbox"/>

Scan: PDF : TIFF : JPEG OCR Document Breaks per: _____

Load File _____ E - Numbering _____ File Names _____

FINISHING / BATES NUMBRING / OTHER SERVICES

Originals:

- Re-Bind same as prior to copying
- Staple
- Clip
- Rubber Band
- Drill: 2 Hole or 3 Hole
- Saddle Stitch
- Pad
- GBC SPIRAL / COIL / VELO / ACCO / DEPO
- Foam Core Mount / Laminate
- Bates Numbering - Starting No. _____

Copies:

- Bind same as Original (Collate or Group)
- Staple
- Clip
- Rubber Band
- Drill: 2 Hole or 3 Hole
- Saddle Stitch
- Pad
- GBC SPIRAL / COIL / VELO / ACCO / DEPO
- Foam Core Mount / Laminate
- Bates Numbering - Starting No. _____

SPECIAL INSTRUCTIONS:

CD / DVD / AUDIO / VIDEO – DUPLICATIONS:

- Video Cassette: VHS / VHS-C / 8mm
- Convert from _____ to _____
- Copy/Burn from _____ to _____