

Capitol Digital Document Solutions  
 555 Capitol Mall, Suite 235  
 Sacramento, CA 95814  
 Phone (916) 449-2820  
 Fax (916) 449-2821



JOB # \_\_\_\_\_

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STEP \_\_\_\_\_ OF \_\_\_\_\_

Firm Name: \_\_\_\_\_ Today's Date: \_\_\_\_\_ Time In: \_\_\_\_\_

Address: \_\_\_\_\_ Date Due: \_\_\_\_\_ Time Due: \_\_\_\_\_

City: \_\_\_\_\_ State/Zip: \_\_\_\_\_ # Of Copies: \_\_\_\_\_ Price Per Copy: \_\_\_\_\_

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# Of Originals: \_\_\_\_\_ Boxes: \_\_\_\_\_

Grade: A \_\_\_\_\_ B \_\_\_\_\_ C \_\_\_\_\_ D \_\_\_\_\_ E \_\_\_\_\_

**BATES LABELING INSTRUCTIONS SEE BACK  
 COPYING**

				DO WE COPY?	YES	NO	COLOR
All 8 1/2 x 11	2 Sided For 2 Sided			COVERS			_____
All 8 1/2 x 14	Convert 1 Sided To 2 Sided			REDWELLS			_____
All 11 x 17	Convert 2 Sided To 1 Sided	S	C	SPINES			_____
Size For Size	Copy Only Tagged Originals			DIVIDER TABS			_____
	Copy Only Clipped Originals			FILE FOLDER TABS			_____
				FILE FOLDERS			_____
				POST IT NOTES (S)(C)(L)			_____
				STANDARD LANGUAGE			_____
				Color Originals			_____
				Color for Color		Black & White for Color	_____

**Oversize Documents**

Copy same Size Fold Roll Mounting

Blow ups Size \_\_\_\_\_

Color for Color B/W

**FINISHING**

Rebind Originals	Regular						
Restaple Originals	2 Hole Drill	Orig	Copy				
Reclip Originals	3 Hole Drill	Orig	Copy				
Staple Copies As Originals	Velo Bind	Orig	Copy	Top	Side	Covers	
Clip Copies As Originals	GBC Bind	Orig	Copy	Top	Side	Covers	
Do Not Staple Or Clip Copies	Acco Bind	Orig	Copy	Top	Side	Covers	
Do Not Restaple Or Reclip Originals	Depo Bind	Orig	Copy	Top	Side	Covers	
Copies Slip Sheeted	As Originals						
Color _____	Per _____						
Rubber band Copies	As Original	Manila Folders—Re-Create		Side	Bottom		
Per _____		Tabs	As Original	Alpha	Exhibit		
			Numeric				
			Custom				

Client Signature: \_\_\_\_\_ Account Mgr/CSR: \_\_\_\_\_