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VALLEY DOCUMENT SOLUTIONS, LLC
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BATES LABELING
 (If necessary, see instruction sheet)

JOB # _____

STEP ___ OF ___

BILLING INFORMATION

CLIENT: _____
 ADDRESS: _____
 PHONE: _____
 ORDERED BY: _____
 CLIENT MATTER #: _____
 # OF ORIGINALS: _____
 # OF BOXES: _____

TODAY'S DATE: _____
 TIME IN: _____
 DATE DUE: _____
 TIME DUE: _____
 # OF COPIES: _____
 PRICE PER COPY: _____
 PRODUCTION APPROVAL: _____
 CHECK INTIALS: _____
 PRICING - OTHER: _____

GRADE: A B C D E REPOS _____
 SPECIAL INSTRUCTIONS - SEE BACK

COPYING

ALL 8 1/2 X 11 AS ORIGINAL
 ALL 8 1/2 X 14 2 SIDED FOR 2 SIDED
 ALL 11 X 17 CONVERT 1 SIDED TO 2 SIDED
 SIZE FOR SIZE CONVERT 2 SIDED TO 1 SIDED

DO WE COPY?	YES	NO	COLOR
COVERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FILE FOLDER TABS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FILE FOLDERS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DIVIDER TABS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
POST IT NOTES (S) (C) (L)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SPINES	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STANDARD LANGUAGE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> EVERYTIME
REDWELL/BUCKETS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Recreate original document(s) exactly as/is

OVERSIZED DOCUMENTS

COPY SAME SIZE FOLD ROLL

SELECTIVE COPYING (___% TAGGED)

COPY ONLY TAGGED
 FOLLOW STANDARD TAGGING PROCEDURE

COLOR ORIGINALS
 COLOR FOR COLOR B&W FOR COLOR

FINISHING

REBIND ORIGINALS REGULAR
 RESTAPLE ORIGINALS 2 HOLE DRILL ORIGINAL COPY
 RECLIP ORIGINALS 3 HOLE DRILL ORIGINAL COPY
 STAPLE COPIES AS ORIGINALS VELO BIND ORIGINAL COPY TOP SIDE COVERS
 CLIP COPIES AS ORIGINALS GBC BIND ORIGINAL COPY TOP SIDE COVERS
 DO NOT STAPLE OR CLIP COPIES ACCO BIND ORIGINAL COPY COVERS
 DO NOT RESTAPLE OR RECLIP ORIGINALS DEPO BIND ORIGINAL COPY
 COPIES SLIP SHEETED AS ORIGINALS REDWELLS/BUCKETS OR BINDERS AS ORIGINALS PER _____
 COLOR _____ PER _____ TABS SIDE BOTTOM MATCH AS ORIGINAL
 RUBBERBAND COPIES AS ORIGINAL NUMERIC ORIGINAL COPY
 PER _____ AS ORIGINALS CUSTOM _____ PRICE _____

MISCELLANEOUS/ SHIPPING

TRIAL EXHIBITS MOUNT
 SIZE X DESCRIPTION _____
 OVERHEAD TRANSPARENCIES COLOR B&W
 AUDIO TAPES DESCRIPTION _____
 VIDEO TAPES DESCRIPTION _____

FED EX _____
 CAL ON _____
 U.S. POSTAL _____
 SPECIAL INSTRUCT. _____

CLIENT SIGNATURE: _____ ACCOUNT MANAGER: _____