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Special Delivery

Originals _____

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Name of Firm Placing Order: _____

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Knox
Acct. _____

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How many copies
do you need?

Time and
Date Needed

Job Description / Case Name

Copying

- All 8.5" x 11
- All 8.5" x 14"
- 1 Sided to 1 Sided
- 2 Sided to 2 Sided
- 1 Sided to 2 Sided
- All 11" x 17"
- Size For Size (8.5 x 11 min.)
- 2 Sided to 1 Sided
- Copy Tagged/Clipped Docs

Color Copies

- Copy Color In: Color Black & White
- Enlarge To: _____ Reduce To: _____
- Put _____ Photos Per Page

Photographs Reproduced

- Color Black & White
- Neg. to Print Print to Print Print to Neg.
- Number of Reprints _____ Size _____

Finishing

- Staple Copies Originals
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- Acco Bind Copies Originals
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- Clear Covers Front Back
- Black Vinyl Covers Front Back
- Cardstock Covers Front Back _____ Color
- Bind Copies Same As Original

Tabbing

- Tab Same As Originals Copy Tabs Slipsheet
- Post - its**
- Remove & Replace Copy

Pagination

- Bate Label: Originals Copies
- Starting Number _____
- Prefix _____ Suffix _____
- Add'l Comments _____

Large Format / Oversize

- B & W Digital Color
- B & W - Size For Size
- Reduce To: 8.5" x 11" 11" x 17"
- Enlarge To: 8.5" x 14" 18" x 24" 36" x 48"
- 24" x 36" _____
- Mounted Lamination B & W - Hi-Lite
- Printed From Disk B & W Color
- Imaging - Scan to Disk Need Disks
- Digital Design Work Needed

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- Adjuster _____
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- Insured _____
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- Claim Number _____
- Or File: _____
- Date Of Loss: _____

Standard Language Yes _____ NO _____

Small Items _____ per page _____

