

For Office Use:

QC'ed by _____

QC check box

Franklin Document Services

Phone: 702-384-COPY (2679)
orders@franklindocuments.com
Fax: 702-384-5660
3111 S. Valley View Blvd., #N-108
Las Vegas, NV 89102



Company _____ Phone _____

Deliver to: _____

Contact _____ Cell phone _____

Billing Reference/Case# _____

Date that the job was taken in on: _____ Time: _____

Absolute latest deadline: _____ **Time:** _____

Work order written by: _____

Job Instructions

of copies to be made: _____

Make Copies

- Exactly Per Original B & W Color
- Single sided Double sided
- 8.5 x 11 8.5 x 14 11 x 17
- Bound (please fill out binding instructions below)
- 3-hole 2 hole drilled on top
- Sized per size of originals
- Reduce to 8.5 x 11
- With tabs inserted (please fill out tab instructions below)
- Laminate size _____
- Other: _____

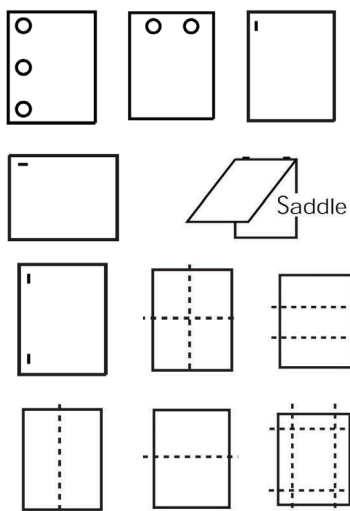
Oversize

- B & W Color
- Same size
- Reduce to _____
- Enlarge to _____
- Fold Foam board mount
- Roll Laminate

Binding

- GBC bind Coil bind
- Velo bind Acco
- Deposition bind Perfect bind
- 3-ring binders Wire bind
- Clear View Economy
- Clear front Black vinyl back
- Cardstock front Cardstock back
- Cardstock color _____
- Padding - #of sheets per pad _____
- Orientation A A

Finishing



Tabs

- Side tabs
- Bottom tabs
- Letters
- _____
- Exhibit letters
- _____
- Numbers
- _____
- Exhibit numbers
- _____
- Custom tabs (attach text)

Special Instructions: _____

Special pricing, if any:

Operator Report Sheet

Operator name: _____ Machine used: _____

Start date & time _____ End date & time: _____

BLACK AND WHITE COPIES

TOTALS

8.5 x 11 B & W _____ Meter On: _____

--

_____ Meter Off: _____

8.5 x 14 Black and white copies made _____

--

11 x 17 Black and white copies made _____

--

COLOR COPIES

8.5 x 11 color copies made _____

--

8.5 x 14 color copies made _____

--

11 x 17 color copies made _____

--

MORE

Machine staples _____

--

Hand staples _____

--

3-hole paper _____

--

20lb. 8.5 x 11 pastel paper _____

--

20lb. 8.5 x 11 bright paper _____

--

67lb. 8.5 x 11 paper _____

--

Cover stock 8.5 x 11 _____

--

Gloss paper 8.5 x 11 _____

--

Laser paper for black & white copies _____

--

Other paper _____

--

Folds _____

--

Cuts _____

--

Binds (specify what type) _____

--

Lamination (specify what size) _____

--

CD copies _____

DVD Copies _____

--	--

Pads _____

Stock tabs _____

--	--

Other:

QC By: _____

Errors found _____
