



Discovery Data Solutions

www.dds-imaging.com

Los Angeles 626 Wilshire Blvd., Suite 920 Los Angeles, CA90017 Office 213.817.4337 Fax: 213.622.6085
Century City 1801 Avenue of the Stars Suite 320 Century City, CA90067 Office: 310.282.8051

JOB NUMBER

SEE SPECIAL INSTRUCTIONS

GRADE OF WORK A B C D E

DAY IN

TIME IN

DAY DUE

TIME DUE

FIRM NAME # OF ORIGINALS
ADDRESS # OF BOXES
TELEPHONE #OF COPIES
ORDERED BY MATERIAL TYPE
CLIENT MATTER EST.PRICE PER COPY
DESCRIPTION EST.TOTAL

COPY

COPY

- SIZE FOR SIZE 2 SIDED FOR 2 SIDED
ALL 8.5X11 2 TO 1 SIDED S C L
ALL 8.5X14 1 TO 2 SIDED
ALL 11X17 ONLY TAGGED ORIGINALS
OTHER ONLY CLIPPED ORIGINALS

DO WE COPY

YES NO COLOR

- POST-IT-NOTES: RR/S C L
SLIP SHEETS WITH TEXT
BINDERBOOK COVERS
FILE FOLDER COVERS
FILE FOLDER TABS
TABS
STANDARD LANGUAGE
REDWELLS
DUPLICATES
SPINE
OTHER

BATES LABEL ORIGINALS COPIES PRICE PER:

START #:

END #:

SEE BATES LABEL FORM FOR FULL INSTRUCTIONS

DIGITAL COLOR

PRICE PER:

- COLOR 8.5X11 11X17
B&W SAME SIZE OTHER

OVERSIZE DIGITAL COLOR

PRICE PER:

- SAME SIZE FOLD ROLL
ENLARGE TO
REDUCE TO

EXHIBIT BOARDS

PRICE PER:

- BLACK & WHITE 24 X 36 FOAM CORE
COLOR 30 X 40 LAMINATE
ELECTRONIC 36 X 48 OTHER
PHOTOGRAPHIC 40 X 60

FINISHING

- RE-BIND ORIGINALS
RE-STAPLE ORIGINALS
RE-CLIP ORIGINALS
STAPLE COPIES AS ORIGINALS
CLIP COPIES AS ORIGINALS
RUBBERBAND COPIES:
AS ORIGINAL PER FOLDER OTHER
DO NOT STAPLE OR CLIP COPIES
COPIES SLIP SHEETED AS ORIG COLOR

ORIG COPY

- 3-HOLE TEXT READING OUT
2-HOLE TOP SIDE
WIRE-O TOP SIDE COVERS
GBC TOP SIDE COVERS
VELO TOP SIDE COVERS
ACCO TOP SIDE COVERS
FILE FOLDERS AS ORIG COVERS
REDWELLS
TABS AS ORIG CUSTOM
BINDERS 1 2 3 OTHER D-RING

SPECIAL INSTRUCTIONS:

BOXING

- BOX FOR BOX COLLATE
COPIES WITH ORIGINALS UNCOLLATE
LABEL SEQUENCE ON BOX

DELIVER BILL TO: TO:

SAME OTHER

Picked Up By: Account Executive

Client Signature