



USA Legal Network

Copy Service Instructions Form

Firm Name _____

Address _____

Telephone / EXT _____

Ordered By _____

Billing Reference [Required] _____

General Description of Job _____

Today's Date _____

Date/Time Due _____

Job # _____

Case Name _____

Number of Copies _____

COPYING INSTRUCTIONS

PAPER SIZE

Size for size
8.5 x 11
8.5 x 14
11 x 17

COPY

As Original
2-Sided for 2-sided Convert
2-Sided to 1 Sided Tagged
Documents-Only Clipped
Documents-Only Tagged

SHOULD WE COPY?

Yes No
File Folder Cover
File Folder Tabs
Divider Tabs
Post-it Notes
Spines

OVER SIZE DOCUMENT (Maps, Surveys, Drawings)

Size for size
Fold
Roll

COLOR COPY

Size for size
8.5 x 11
8.5 x 14
11 x 17
Other

SPECIAL COPYING INSTRUCTIONS

FINISHING INSTRUCTIONS

As Original
3 Hole Drill
2 Hole Drill

GBC Bind Top Side

Velo Bind Top Side

Acco Bind Top Side

Insert Copies in Folders as per Originals

Insert Copies in Binders as per Originals

Insert Tab as per Originals

Rebind Originals

Restaple Originals

Reclip Originals

Staple Copies as Originals

Clip Copies as Originals

Do Not Staple or Clip Copies

Rubber Band Copies

Slip Sheeted

Special Finishing Instructions