**Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Office**: \_ \_\_ \_\_\_\_\_\_

**Atty:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Asst/Paralegal**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Address**: \_\_ \_\_\_\_\_\_\_\_\_\_

**Tel:** **E-mail:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_

**Case:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Party Name:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_

**DATE & TIME NEEDED:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**COPY JOBS:** Black & White: \_\_\_\_ set(s) Color: \_\_\_\_ set(s)

**PRINT JOBS:** Black & White: \_\_\_\_\_ set(s) Color: \_\_\_\_ set(s)

**SCAN JOBS:**  To CD/No. of CD's: \_\_\_\_\_\_\_ To DVD/No. of DVD's: \_\_\_\_\_\_\_

**BATES LABELING:** Manual (labels on docs): \_\_\_\_\_\_\_\_ Electronic: \_\_\_\_\_\_\_\_

 Prefix: \_\_\_\_\_\_\_\_\_\_\_\_\_ Suffix: \_\_\_\_\_\_\_\_\_\_\_\_\_ Preceding Zero's: \_\_\_\_\_\_\_

**ORIGINALS:**  Rebound as originals \_\_\_\_\_\_\_\_\_ Left unbound: \_\_\_\_\_\_\_\_\_\_

**THREE HOLE PUNCHED PAPER:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TRANSPARENCIES:** \_\_\_\_\_ set(s)

**SPECIAL INSTRUCTIONS:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_