

1507 West Colorado Ave.  
Colorado Springs, CO 80904  
(719) 533-0982  
(719) 592-9538 Fax



www.copyoneonline.com  
E-Mail copyonecopy@comcast.net

Company Name \_\_\_\_\_

Today's Date \_\_\_\_\_

Telephone number \_\_\_\_\_

Date Due \_\_\_\_\_

Ordered by \_\_\_\_\_

Time Due \_\_\_\_\_

**BILLING REFERENCE** \_\_\_\_\_



How many copies of the job do you need? \_\_\_\_\_

Special instructions \_\_\_\_\_

**Basic Copying**

- Copies same as originals
- Reduce all to 8 1/2" x 11"
- Convert 1 sided to 2 sided
- Convert 2 sided to 1 sided
- Copy onto colored paper
- Color \_\_\_\_\_

**Litigation Copying**

- Provide colored sheets for tabs on copies
- Provide Tabs on copies
- Copy Tabs onto colored paper
- Copy only tagged / clipped originals
- Bates stamp       Original       Copies
- Starting # \_\_\_\_\_
- Prefix \_\_\_\_\_
- Restaple       Original       Copies

**Color Copying**

- Copies same size as originals
- Reduce to \_\_\_\_\_
- Enlarge to \_\_\_\_\_
- \_\_\_\_\_ Per Page

**Binding**

- Staple       Copies       Originals
- GBC Bind       Copies       Originals
- 2 Hole Drill (top)       Copies       Originals
- 3 Hole Drill (side)       Copies       Originals
- Rubberband       Copies       Originals

**Computer Printing/Scanning**

- Print from disc
  - B&W
  - Color Size/How many per page \_\_\_\_\_
  - Both
- Scan to disc
  - B&W
  - Color How many per page \_\_\_\_\_
  - Both
- Name files \_\_\_\_\_

- Copy CD to CD
- Copy DVD to DVD

Special Instructions \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_