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San Diego, CA 92101
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Special Delivery

Originals _____

Copies _____

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Knox File No.: _____

Name of Firm Placing Order: _____

Ordered By: _____

Phone: _____

Knox
Acct. _____

Attorney: _____
Your Client _____
File No.: _____

How many copies
do you need?

Time and
Date Needed

Job Description / Case Name

Copying

- All 8.5" x 11"
- All 8.5" x 14"
- 1 Sided to 1 Sided
- 2 Sided to 2 Sided
- 1 Sided to 2 Sided
- All 11" x 17"
- Size For Size (8.5 x 11 min.)
- 2 Sided to 1 Sided
- Copy Tagged/Clipped Docs

Color Copies

- Copy Color In: Color Black & White
- Enlarge To: _____ Reduce To: _____
- Put _____ Photos Per Page

Photographs Reproduced

- Color Black & White
- Neg. to Print Print to Print Print to Neg.
- Number of Reprints _____ Size _____

Finishing

- Staple Copies Originals
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- 3-Hole Drill Copies Originals
- 2-Hole Drill Copies Originals
- Acco Bind Copies Originals
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- Comb Bind Copies Originals
- Clear Covers Front Back
- Black Vinyl Covers Front Back
- Cardstock Covers Front Back _____ Color
- Bind Copies Same As Original

Tabbing

- Tab Same As Originals Copy Tabs Slipsheet
- Post - its
- Remove & Replace Copy

Pagination

- Bate Label: Originals Copies
- Starting Number _____
- Prefix _____ Suffix _____
- Add'l Comments: _____

Large Format / Oversize

- B & W Digital Color
- B & W - Size For Size
- Reduce To: 8.5" x 11" 11" x 17"
- 8.5" x 14" _____
- Enlarge to: 18" x 24" 36" x 48"
- 24" x 36" _____
- Mounted Lamination B & W - Hi-Lite
- Print from disk B & W Color
- Imaging - Scan to disk Need disks
- Digital Design Work Needed

Bill Copies To/Approved Direct Insurance Billing

Carrier Name _____
Or Firm: _____
Address: _____
City, State, Zip: _____
Adjuster _____
Or Attorney: _____
Insured _____
Or Client: _____
Claim Number _____
Or File: _____
Date Of _____
Loss: _____

Standard Language Yes _____ NO _____
Small Items _____ per page