



# New Jersey Legal

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Job #

NJLC Contact: \_\_\_\_\_

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City/Zip: \_\_\_\_\_  
Suite/Floor: \_\_\_\_\_ Phone: \_\_\_\_\_

File Name: \_\_\_\_\_

File #: \_\_\_\_\_

Day Due: \_\_\_\_\_

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

Requested By: \_\_\_\_\_

Number Of Originals / Boxes: \_\_\_\_\_

Number Of Copies Ordered: \_\_\_\_\_

## COPYING

Copy As Is

Do We Copy?

Copy Only Tagged Originals

	Yes	No	Slipsheet
File Folders & Tabs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Post-it Notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Exhibit / Divider Tabs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Front Covers & Spines	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Redundant Backs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Color Slip Sheets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Copy All Onto 8.5 x 11

Staple & Clip As Originals

Band Per File / Folder / Book

Convert 1 Sided to 2 Sided

Convert 2 Sided to 1 Sided

### Upsize Document

### Color Copies

### Exhibit Boards

(Maps, Blueprints, etc.)

Copy Same Size

Copy as original

Black & White Digital

Reduce To \_\_\_\_\_

Blow up to: \_\_\_\_\_

Fold Copies

Copy one photo/page

Color (Digital Design Jet)

Roll Copies

Copy two photos/page

Size \_\_\_\_\_

## FINISHING

3-Hole Drill - Side

**Binding**

**Velobind**

**Covers** Front Back

2-Hole Drill - Top

GBC

Side

Clear

**Insert Tabs:**

Staple

Top

Black

Alpha

Depo

**Originals**

White

Number

3-Ring Binder

Bind

Red

**Special Instructions:**

Size \_\_\_\_\_

Do Not Bind

Blue

Other \_\_\_\_\_

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