Quick & Confidential, Inc.
202 E. Earll Dr., Ste. 425
Phoenix, AZ 85012

Firm: _____

Name: _____

Telephone No.: _____

Client or Matter No.: _____

_____

_____

Q&C
QUICK AND
CONFIDENTIAL

Phone: 602-277-4474 / Fax: 602-277-4556
E-mail: production@quickandconfidential.com

Job # (for Q&C use only): _____

Order Date: _____

Date Due: _____

Time Due: _____

COPYING INSTRUCTIONS

Number of sets or copies: _____

Should we copy:

Yes	No		Yes	No	
☐	☐	Black & White	☐	☐	All 8.5 x 11
☐	☐	File folders Color: _____	☐	☐	Size for size
☐	☐	Notebook covers Color: _____	☐	☐	Convert double sided to single sided
☐	☐	Notebook spine Color: _____	☐	☐	Convert single sided to double sided
☐	☐	Legal index tabs Color: _____	☐	☐	Tagged/clipped documents only
☐	☐	Post-It notes	☐	☐	Receipts: multiple to a page

Should we insert:

☐ Slip sheets   Color: _____

Legal index tabs: ☐ Alpha

☐ Numeric   ☐ Custom

Media Duplication:
Number of Copies: _____
Video tape to: ☐ Video tape   ☐ DVD
Audio tape to: ☐ Audio tape   ☐ CD
Micro tape to: ☐ Micro tape   ☐ CD
Floppy to: ☐ Floppy   ☐ CD
☐ CD to CD   ☐ DVD to DVD

Other:_____

Trial Boards:
☐ Black & White   ☐ Color
☐ 24 x 36 ☐ 30 x 40 ☐ 36 x 48 ☐ Other: _____
☐ Border tape   ☐ Highlighting   ☐ Flipchart

Bates labeling:
☐ Bates originals   ☐ Bates copies
Location of Label:
☐ As read   ☐ Bottom right
Starting # _____

Color copying: # of sets: _____
☐ Copy in full color   ☐ Black & White laser
☐ Photos only   ☐ Graphs   ☐ Highlighting
☐ Logos   ☐ Colored text
☐ One to a page   ☐ Multiple to a page

Oversized documents: # of sets: _____
☐ Copy size for size
Reduce or enlarge to: _____
☐ Fold   ☐ Roll

Originals	Copies	
☐	☐	Staple or clip
☐	☐	Rubberband
☐	☐	Spiral (GBC) Comb
☐	☐	Plastic Coil
☐	☐	Velo
☐	☐	Tape
☐	☐	Depo
☐	☐	Acco bind: ☐ Top ☐ Side
☐	☐	3-ring binder (Black)

Drilling: Originals   Copies
☐   ☐ 2-hole top
☐   ☐ 2-hole side
☐   ☐ 3-hole side

Briefs:
☐ Cover and first page the same
Covers:
☐ Color: _____
☐ Clear Front / Black Back

Special Instructions: _____

_____

_____