

www.



digital.com

P.O. BOX 2439
SAN JOSE, CA 95109-2439
TEL: (408) 998-2679
FAX: (408) 998-1848
E-mail: info@copymandigital.com

COPY REQUEST

(Write it, don't say it...it avoids mistakes.)

TODAY'S DATE:

DATE/TIME NEEDED:

REQUESTOR:

TELEPHONE NO.:

DELIVER CUST. PICK UP CALL WHEN READY

(SAME-DAY JOBS MAY BE SUBJECT TO RUSH CHARGE)

FROM:

CASE NO.:

Table with 5 columns: DESCRIPTION, No. OF SETS REQUESTED, SIZE, STOCK, 2 SIDED??

COPYING/FINISHING INSTRUCTIONS (CHECK WHERE APPLICABLE)

NO FASTENING OR STAPLING

- RUBBERBAND
SLIP SHEET
OFFSET STACK
STRAIGHT STACK

COPY DOCUMENTS THAT ARE

- TAGGED
CLIPPED
SEE POST-ITS

BATES STAMP ON

- ORIGINALS COPIES...STARTING WITH

STAPLING

- TOP LEFT CORNER
2 STAPLES LEFT SIDE
SADDLE STAPLE
AS ORIGINALS

HOLE DRILLING/FASTENING

- 2 HOLES...TOP
3 HOLES...SIDE
WITH ACCO FASTENERS
WITHOUT ACCO FASTENERS

BINDING

- VELO BIND PLASTIKOIL
SPIRAL (GBC) BIND

FRONT COVERS

- CLEAR
OTHER

BACK COVER

- VINYL: BLK BLUE MAROON
CARD STOCK/COLOR
OTHER

VIDEO/AUDIO COPY TO: VHS DVD TAPE CD

COMMENTS

COPY COLOR PICTURES/PHOTOS

- COLOR B/W (IF ANY)
PHOTOS PER PAGE (CHECK ONE)
PRINT INDEX PAGE

DOCUMENT SCANNING

- SCAN TO PDF Tiff
SCAN IN COLOR B&W

TO ENSURE TIMELY COMPLETION OF JOB, PLEASE FILL OUT FORM COMPLETELY!!

The customer above attests that the materials to be photocopied are free from all copyrights, or that copyright permission has been obtained, or that the materials will be used for the purpose of litigation. The customer will also hold Copyman harmless against any liability, and assumes all responsibilities should there be any claim of copyright violation. The customer agrees to pay for all services rendered. If a job is cancelled after work has begun, the customer agrees to pay for the work done, including pick up and delivery charges. Copyman will not be responsible if a job is not done correctly due to, but not limited to, incomplete, conflicting, illegible, or wrong instructions, and the customer agrees to pay for all work done.