

ADVANCED ATTORNEY SERVICES, INC

PHONE (619) 299-2012 FAX (619) 299-5058

Firm Name:
Legal Asst:
File/Matter#

Today's Date: _____

DO TODAY

Time Needed _____

Date Needed _____

Job Description:

Copying Instructions:

- Copy Size as Originals
- Copy / Insert Slip Sheets
- Copy Folder Tabs
- Yellow File Copy

Number of Copies Desired:

- Copy only Tagged Documents
- Copy only Clipped Documents

Color Laser Copies: Number of Photos Per Page:

Special Instructions:

Preparation / Binding:

- Velobind Comb-Bind Staple Paper Clip Do Not Bind RE-Bind Originals
- 2-Hole Punch / Acco Bind 3-Hole Punch Insert Tabs Bates Stamp Copies /Originals

Starting Number: _____

Special Instructions: _____

For A.A.S. Use Only:

A.A.S. # _____

Pages:

Slip-Sheets:

Color Copies:

Tabs:

Custom Tabs:

Bindings:

Clear Covers:

Cover Stock:

Acco Fasteners:

Billing Notes: _____

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