

# ALASKA LEGAL COPY

SCAN COPY PROFESSIONALS

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Charge To:

Date: / /

Address:

Date Needed: / /

Contact:

Time Needed: :

Client Matter or Job No:

Telephone:

**Call us at 272-1265 for pickup and delivery**

No. of Cartons/Originals:

Restaple Originals:

Staple Copies:

No. of Copies Required:

2 Hole Drill:

3 Hole Drill:

Copy All Documents:

GBC Comb Bind:

Acco Bind:

Copy Partial:

Vello Bind:

Spiral Bind:

Copy Both Sides:

Mirror Copy:

Reduce Legal to Letter:

A "Mirror Copy" means we will furnish you with an exact duplicate copy—ie color will be copied in color, copies will and originals will be stapled like originals, books will be bound like originals (if possible), file folders furnished like originals.

Shred Documents:

Color Copies:

## SCANNING:

## NUMBERING:

## ENLARGEMENTS/REDUCTIONS

OCR:

Originals:

Copy in Color:

Archive:

Copy:

Copy Same Size:

No of Discs: \_\_\_\_\_

Beg No: \_\_\_\_\_

Enlarge/Reduce To:

## MULTI-MEDIA DUPLICATION

Mount on Foamcore:

CD/DVD Print:

No. of Copies: \_\_\_\_\_

Laminate:

CD/DVD Dub:

No. of Copies: \_\_\_\_\_

## CONVERSIONS:

Microcassette:

No. of Copies: \_\_\_\_\_

Convert What: \_\_\_\_\_

Standard Cassette:

No. of Copies: \_\_\_\_\_

To What: \_\_\_\_\_

VHS:

No. of Copies: \_\_\_\_\_

No. of Copies: \_\_\_\_\_

Special Handling / Additional Instructions - Additional Charges May Apply