

Legally Copied, Inc.
222-4268

Firm Name: _____
 Ordered By: _____
 Telephone: _____ Billing Reference: _____
 Date/Time Needed: _____

PLEASE SELECT THE SERVICE NEEDED

COPY DOCUMENTS	SCAN TO CD	PRINT FROM CD	BURN CD/DVD
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MAKE COPIES OF ORIGINALS

<u>COPY</u>	<u>HOLE PUNCH</u>	<u>LARGE FORMAT COPIES</u>
All 8 1/2 x 11	2 Hole Drill Originals/Copies	Copy in Color / B & W
Size for Size	Drill on top / side	Reduce to
Single Sided	3 Hole Drill Originals	Enlarge to
Make Single Sided	Copy on 3 Hole Paper	Mount to Foam Board
Double Sided		
Make Double Sided	<u>BATES NUMBERING</u>	<u>SCANNING</u>
Covers / File Folders as 1 st Page	Bates Label Starting with	Scan to PDF/TIFF/JPEG (300dpi)
Tabs on Paper	Bates Label Original	Scan ALL as B & W
Insert Slip Sheets for Tabs	Electronic Label	Scan Folder Labels/Tabs/Post-it Notes
Colored Paper on Colored Paper		Burn to CD/DVD
Staple / Clip Copies as Originals	<u>BINDINGS</u>	E-mail Files to Address Listed:
Restaple /Clip Copies as Originals	Comb Bind Copies	
DO NOT Staple / Clip Copies	Velo Bind Copies	Staple / Clip Copies as Originals
DO NOT Restaple / Reclip Originals	Coil Bind Copies	Restaple / Reclip Originals
<u>COLOR COPIES</u>	Tape Bind Copies	DO NOT Staple / Clip Copies
Copy in Color	Deposition Bind	DO NOT Restaple / Reclip Originals
Copy in B & W	Bind Original	<u>OTHER SERVICES</u>
Copy Highlights Only	Insert Clear Fronts / Vinyl Backs	Insert (BLANK / NUMERIC / CUSTOM/TABS)
Copy Photos Only	Cardstock Covers	Large Format Drawings in Color / B & W
Copy Photos 1 / 2 Per Page	Put in 3-Ring Notebooks	Convert Audio to CD
Enlarge to	<u>XRAYS</u>	Convert VHS to DVD / DVD to VHS
Reduce to	Duplicate	Convert MPEG to DVD
<u>POST-IT NOTES</u>	Scan to CD as TIFF / JPEG / DICOM	VHS / CD / DVD / Audio
Copy & Return to Original		
DO NOT COPY & Return to Original		