



BUSINESS DOCUMENT SOLUTIONS, INC.
www.bdsva.com

Telephone: 757-390-2755

887 Norfolk Square, Norfolk, Virginia 23502

Fax: 757-390-4439

CUSTOMER ORDER FORM

Date _____ Reference Number _____
 Firm Name: _____ File Number _____
 Contact: _____ Matter Number _____
 Phone # _____ Date Due _____
 Alternate # _____ Time Due _____

of Copies _____

COPYING/SCANNING

of CD's or DVD's _____

- ALL 8 1/2 x 11
- ALL 8 1/2 x 14
- SIZE FOR SIZE
- Computer Forms
- Burst
- Do Not Burst

- Copy Only Tagged Originals
- Copy Only Clipped Originals
- Do Not Reduce

- 2 Sided for 2 Sided
- Convert 1 Sided to 2 Sided
- Convert 2 Sided to 1 Sided S C L

COPY / SCAN

	Yes	No
Copy or Scan Everything	<input type="checkbox"/>	<input type="checkbox"/>
Control Sheets	<input type="checkbox"/>	<input type="checkbox"/>
Covers	<input type="checkbox"/>	<input type="checkbox"/>
Spines	<input type="checkbox"/>	<input type="checkbox"/>
Redwelds	<input type="checkbox"/>	<input type="checkbox"/>
File Folder Cover	<input type="checkbox"/>	<input type="checkbox"/>
File Folder Tabs	<input type="checkbox"/>	<input type="checkbox"/>
Post-it Notes tm	<input type="checkbox"/>	<input type="checkbox"/>
Envelopes	<input type="checkbox"/>	<input type="checkbox"/>
Standard Language	<input type="checkbox"/>	<input type="checkbox"/>
Media Labels	<input type="checkbox"/>	<input type="checkbox"/>
Box Labels	<input type="checkbox"/>	<input type="checkbox"/>
Check/Receipts	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> Fronts Only		
<input type="checkbox"/> Fronts and Backs		
# Per Page _____		

OVERSIZE DOCUMENTS:

- Copy Same Size
- Roll
- Fold
- Mount
- Reduce/enlarge to:
- 24 x 36
- 30 x 40
- 36 x 48
- Other _____

SCANNING

- Reduce to 8 1/2 x 11
- Scan in Size for Size
- See Special Instructions
- OCR
- File Naming

COLOR COPIES

- Color to Color
- Color to Black & White
- Images
- JPG
- TIFF
- PDF
- Special Instructions _____
- Charts, Graphs and Pictures only

BURN CD's

- Media Type**
- CD _____
- DVD _____

Volume Name

CD Creation

- 1 Box per CD
- Multiple Boxes per CD

CD Label Information

FINISHING

- Staple Per Clipped Original
- Rebind Originals
- Restaple Originals
- Reclip Originals
- Staple Copies as Original
- Clip Copies as Original
- Do Not Staple Copies
- Do Not Cllip Copies
- Rubber Band Copies per _____
- Slip Sheets
- Bates Labeling
- Beginning Bates Label # _____
- All Regular Paper
- 3-Hole Drill
- 2-Hole Drill Top
- Bind as Originals
- GBC
- Velo Bind
- Tape Bind
- Acco Bind
- Depo Bind
- Redwelds
- Manila File Folders
- Tabs
- 3-Ring Binders
- White
- Black
- Velo
- Match Paper Color to Closest Match
- Other/See Special Instructions
- Top
- Side
- Covers _____ Back _____
- Top
- Side
- Covers _____ Back _____
- Top
- Side
- Covers _____ Back _____
- Top
- Side
- Covers _____ Back _____
- 8 1/2 x 11
- 8 1/2 x 14
- 8 1/2 x 11
- 8 1/2 x 14
- Numeric
- Alpha
- As Originals

Special Instructions, Billing and Shipping _____

