

Today's Date \_\_\_\_\_



Number of Sets \_\_\_\_\_

Date and Time Due \_\_\_\_\_

WORK ORDER

Product Received \_\_\_\_\_

(303) 756-5488

\*\* silverline@silverlineimaging.com  
www.silverlineimaging.com

INVOICE NUMBER: \_\_\_\_\_

Copies  Originals  All  
**Invoice:**  Yes  No  
 Pick up from: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Ordered By: \_\_\_\_\_  
 Reference: \_\_\_\_\_  
 \_\_\_\_\_

Copies  Originals  All  
**Invoice:**  Yes  No  
 Deliver To: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Phone Number: \_\_\_\_\_  
 Attention: \_\_\_\_\_  
 Reference: \_\_\_\_\_  
 \_\_\_\_\_

### SCAN, PRINT & COPY Instructions

**SCAN**  **COPY**  
 ALL  Selected Sections  All 8.5x11"  
 Color:  All  Highlighting  Only Relevant  
 All B&W  
 Doc Sep @ \_\_\_\_\_  
 Physical  Logical  Book/Folder  
 Scan to Bates  
 File Names: \_\_\_\_\_  
 Oversize  Fold  Roll  
 Size for Size  Enlarge/Reduce \_\_\_\_\_

Folders/Covers  Yes  No \_\_\_\_\_  
 Post-It Notes (Alone)  Yes  No  
 Index Tabs  Yes  No \_\_\_\_\_  
 Standard (Boilerplate) Language  Yes  No  
 Date Stamp  Yes  No  
 Duplicate Carbon  Yes  No  
 Copy/Scan Slip Sheets  Yes  No  
 Re-staple/clip Originals  Yes  No  
 Staple/Clip Copy  Yes  No

**PRINTING:** # of sets \_\_\_\_\_  
 All Black & White  
 Color  All  Highlight  Only Relevant  
 Slip Sheet Per File:  Yes  No  File Name  
 Insert Index Tabs  Yes  No  
 Numbers  Letters  Custom

Bates labeling  Electronic  Originals  
 Start No. \_\_\_\_\_  
 Center  Lower-Right  Label Slip Sheets  
 3-Hole Drill  *NO HOLES*   
 2-Hole Drill  Binders:   
 ACCO Bind   
 GBC Bind  Punch Original?   
 Copy(Burn) Discs in Original  Yes  No

### FINISHING Instructions

**POST PROCESSING:**  
 OCR  Single  Multiple  NONE  
 LOAD FILE \_\_\_\_\_  
 BUILD TO  
 IPRO  PDF  Single TIF/JPG

**QC by:** \_\_\_\_\_  
 Doc Breaks  File Names (Bates etc)  
 OCR  eLabels  
 Load Files  Layout  CD Label

**NOTES:**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_