



DOCUMENT SERVICES INC.

(888) 522-2800
(213) 745-7065 fax

e-mail: artwork@copying.la

Work Order #

Empty box for Work Order #

Received Date, Due Date, Firm / Co, Payment, Requested By, Client / Matter, Address, Credit Card #, City, State ZIP, Job Description, Phone, Deliver to

COPYING

# of copies, As original (size for size), Color for color?, DO WE COPY?, LABELS, OVERSIZE DOCUMENTS, COLOR

FINISHING

ORIGINALS: As original, COPIES: As original, Binders, Punch, Tabs

Special instructions

Invoice to follow. Terms: net 30 days from delivery. Finance charge at 1.5% per month after 30 days. All customers are responsible to pay within Concord terms regardless of any third party billing. Customer accepts full responsibility for any and all attorney's fees and/or other costs associated with collection of payment. Fed Tax ID # 95-4749866

Table with 5 columns: P/U by, Acct Rep, Delivered by, Items Received, Date / Time

RECEIVED IN GOOD CONDITION: PRINT NAME, SIGNATURE