



# COPY WORK ORDER

818-353-7135 • TOLL FREE: 866-500-7009

FAX: 818-353-8135

E-MAIL: [cmprint@cmprintmail.com](mailto:cmprint@cmprintmail.com)

ORDERED BY:

DATE: \_\_\_\_\_

FILE NAME: \_\_\_\_\_

FILE #: \_\_\_\_\_

INSTRUCTIONS: \_\_\_\_\_

DATE & TIME NEEDED: \_\_\_\_\_

ORDERED BY: \_\_\_\_\_

IF NO TIME INDICATED, DELIVERY WILL BE MADE BY 5:00 PM

## SPECIAL INSTRUCTIONS

- ACCO FASTEN                       UNSTAPLE / RESTAPLE                       COPIES FROM CD/PDF FILES
- TOP (2-hole drill)                       SIDE (3-hole drill)                       ON-SITE IMAGING AT \_\_\_\_\_
- VELO BINDING                       COMB BINDING                      \_\_\_\_\_
- NUMBERING/BATES STAMPING (START #) \_\_\_\_\_
- TRIAL BLOW-UPS                       VIDEO DUPLICATION                       DOCUMENTS SCANNED TO CD

<b>FOR C&amp;M PRINTING USE</b>		<b>Date Received:</b> _____	
# of Copies: _____ x _____ = \$ _____		Subtotal	_____
# of Velo/Acco: _____ x _____ = \$ _____		Sales Tax	_____
C&M Invoice # _____	Subtotal \$ _____	Total	_____
x _____			

Fast, Friendly & Affordable



**THANK YOU FOR CHOOSING  
C&M PRINTING!**