

# minit print

THE LEGAL COPYING, DOCUMENT IMAGING & PRINTING CENTER  
25 S.E. 2nd Avenue · Suite 445 · Miami, Florida 33131

## INSTRUCTIONS

From: \_\_\_\_\_ Re: \_\_\_\_\_

\_\_\_\_\_ vs \_\_\_\_\_

\_\_\_\_\_ File# \_\_\_\_\_ / \_\_\_\_\_

Phone# \_\_\_\_\_ Return by \_\_\_\_\_ am / pm

# \_\_\_\_\_ Copy(ies) of each      Copying \_\_\_\_\_      Printing \_\_\_\_\_      RUSH \_\_\_\_\_

### PAPER SIZE

Letter \_\_\_\_\_  
Legal \_\_\_\_\_  
As is \_\_\_\_\_  
Reduce to \_\_\_\_\_

### GENERAL

Collate \_\_\_\_\_  
Staple \_\_\_\_\_  
2 hole punch   \_\_Copies   \_\_Original  
3 hole punch   \_\_Copies   \_\_Original  
Padded \_\_\_\_\_/ pad

### BINDING

\_\_\_\_Copies   \_\_Original  
Staple \_\_\_\_\_   Top / Side  
Acco Clip \_\_\_\_\_   Top / Side  
Velo Bind \_\_\_\_\_   Top / Side  
Spiral Bind \_\_\_\_\_   Top / Side  
3 Ring Binder \_\_\_\_\_  
Other \_\_\_\_\_

### Circle if Applicable

Insert tabs (provided) / Copy tabs / Insert color sheet where tabbed / Blue print (Surveys, posters in Color/Black white)  
Court exhibits / Color Copies / Video Tape / Audio Tape / X-rays / Laminating / Bates Numbering /  
Document Imaging / CD Burning / Print from CD (color or black and white)

Special Instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

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