

EPerfect Imaging

Mid-Town: 212 302 2002

Financial Center: 212 425 4818 www.eperfectimaging.com

FIRM:	CLIENT	Pick Up Date _____
ADDRESS:	MATTER NO.	Due Date: _____
PHONE	ATTORNEY:	Due Time: _____
REQUESTED BY	JOB REF.:	For special delivery instructions see backside

<input type="checkbox"/> Copy Paper Size <input type="checkbox"/> Copy Size for Size <input type="checkbox"/> Copy on 8½ x 11 <input type="checkbox"/> Copy on 8½ x 14 <input type="checkbox"/> Copy on 11 x 17 <input type="checkbox"/> Other _____ <input type="checkbox"/> Copy Paper Type <input type="checkbox"/> All on Plain <input type="checkbox"/> As Original <input type="checkbox"/> All on 3-Hole <input type="checkbox"/> Velo ()side ()top <input type="checkbox"/> Other _____	<input type="checkbox"/> Copy Instructions <input type="checkbox"/> Copy Exactly as Originals <input type="checkbox"/> Color Copies <input type="checkbox"/> Remove and Replace Flags <input type="checkbox"/> Copy Post-It Notes <input type="checkbox"/> Copy Folders <input type="checkbox"/> Copy Redwelds <input type="checkbox"/> Copy Tabs <input type="checkbox"/> Copy Color Sheets on Color <input type="checkbox"/> Insert Slip Sheets (Color _____) <input type="checkbox"/> Insert Tabs (____Custom Recreate) <input type="checkbox"/> Copy Tag / Flag Docs	<input type="checkbox"/> Copy Conversion <input type="checkbox"/> Do not Convert (Copy as Original) <input type="checkbox"/> Convert 2 sided to 1 sided <input type="checkbox"/> Convert 1 sided to 2 sided Binding <input type="checkbox"/> Bind for Bind <input type="checkbox"/> Velo Bind (____Side) (____Top) <input type="checkbox"/> GBC Bind (____Side) (____Top) <input type="checkbox"/> Tape Bind (____Side) (____Top) <input type="checkbox"/> 3 Ring Binders <input type="checkbox"/> Other (Special Instructions)	Number of Originals (_____ Number of Copies (_____ <input type="checkbox"/> Rush <input type="checkbox"/> Rolling Basis
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<input type="checkbox"/> Scanning <input type="checkbox"/> Scan All Document (slip sheet, folders, etc.) <input type="checkbox"/> DO NOT Scan All Docs **See Special Inst** <input type="checkbox"/> Oversize () Legend () Reduce Document Break: () Smallest physical doc. () Logical <input type="checkbox"/> Naming Convention: Source: _____ Prefix: _____ Page #: _____ Suffix: _____ Other: _____ <input type="checkbox"/> Endorsing: () Bottom Right () Other Post Scanning <input type="checkbox"/> Convert to PDF <input type="checkbox"/> Single Page Tiff () Multi-Page Tiff <input type="checkbox"/> Folder Level Index <input type="checkbox"/> OCR () Document Level () Single Page <input type="checkbox"/> Coding <input type="checkbox"/> Other <input type="checkbox"/> Scan All Document Load file: _____ View: _____	<input type="checkbox"/> High-Speed Printing / Blow-back Type /Number of Media: _____ Contains: () Images () Native Files <input type="checkbox"/> Print Entire Content <input type="checkbox"/> Print Selected Files <input type="checkbox"/> Slip Sheets Between Files () White () Color _____ <input type="checkbox"/> Slip Sheet with Path Name <input type="checkbox"/> Other (See Special Instructions) <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Oversize</td> <td style="width: 50%; text-align: center;">CD/DVD Duplicating</td> </tr> <tr> <td>() Size for Size</td> <td># Org. _____</td> </tr> <tr> <td>() Reduce _____%</td> <td># Copies _____</td> </tr> </table> <input type="checkbox"/> Other Services <input type="checkbox"/> Electronic Discovery (See Special Instr.) <input type="checkbox"/> Web Hosting (See Special Instructions) <input type="checkbox"/> Others (See Special Instructions) <input type="checkbox"/> Packaging <input type="checkbox"/> Box by Set () Copies Behind Orig. (s) <input type="checkbox"/> Box by Custdn. () Re-Create Box Info.	Oversize	CD/DVD Duplicating	() Size for Size	# Org. _____	() Reduce _____%	# Copies _____	<input type="checkbox"/> Finishing <input type="checkbox"/> Staple for Staple <input type="checkbox"/> Copies Loose <input type="checkbox"/> Clip for Clip <input type="checkbox"/> Uncollected <input type="checkbox"/> Staple for Clip / Clip for Staple <input type="checkbox"/> Insert Redwelds and Folders <input type="checkbox"/> Labeling / Bate Stamping <div style="text-align: center; font-size: 1.2em;">PRE-FIX</div> (_____ <div style="text-align: center; font-size: 1.2em;">STARTING #</div> (_____ <div style="border: 1px solid black; padding: 2px; text-align: center; font-size: 0.8em;">Use / \ to indicated each space</div> DO WE LABEL / NUMBER: <input type="checkbox"/> ORIGINALS () COPIES
Oversize	CD/DVD Duplicating							
() Size for Size	# Org. _____							
() Reduce _____%	# Copies _____							

Special Instructions

THIS JOB REQUEST IS SUBJECT TO THE TERM AND CONDITIONS CONTAINED ON THIS AND THE REVERSE SIDE HEREOF AND SHAL BECOME BINDING ON THE PARTIES UPON DELIVERY OF THE DOCUMENTS TO PERFECT IMAGING & DOCUMENT MANAGEMENT.

Client Authorization: _____ **Date:** _____

Account Executive: _____ **Pick Up By:** _____

Delivery**Originals****Copies**

Firm: _____ C/M# _____

Address: _____ Fl. / Rm. _____

Attorney: _____Attn: _____ **THIRD PARTY BILLING**Phone: _____ Ext: _____ **Prior written Approval Required****Special Instructions****TERMS and CONDITIONS**

Definitions: On this Job Request "we" our", "us" refer to E Perfect Imaging , its employees and agents. "You" and "you" refer to the Company or firm requesting our services and agents purporting to act on behalf of the Company or firm.

Agreement of Terms: by giving us your document or other material requiring our services, you agree to the terms and policies which we have in effect regarding our responsibilities in handling you materials, duty of care, confidentiality, ect. Unless otherwise agreed in writing this specific project or other film-wide pricing in effect at the time you request out services, you agree to the "Standard Pricing" that we have in effect at the time the series are requested. (Price list is available on request and is subject to change without notice.)

Contract Binding: Any order placed shall constitute an acceptance of all terms and condition contained in this document, except term and condition to which shall otherwise in writing. Any order form used by you shall deemed a confirmation of the terms an condition hereof and shall not add to or delete for all charges associated with this Job Request and we may request payment from you at any time after service have been rendered, unless we agree otherwise in writing.

Terms of Payment: It is agreed that payment for invoice rendered , will ne made within 30 days of the invoice date. If payment are not made in a timely manner, we reserve the right to assess interest charge at the rate of 1½ % per month, starting invoice date.

Warranties; Limitations of Liability: We warrant that all services to be provided in accordance with this Job Request shall be free from defect in workmanship and will receive our normal standard care and our normal standard confidentiality. THE FOREGOING WARRANTY IS EXCULSIVE AND IS IN LIEU OF ALL OF OTHER WARRANTIES(WEATHER WRITTEN, ORAL OR IMPLIED) INCLUDING TITLE WARRANTIES OF MERCAHNTABILITY AND FITNESS FOR A PATICULAR PURPOSE. Any services that are found to be defective within 5 business days after performance is completed, if reported to us within such time period, shall be re-performed at no cost to you. Our liability under this Warranty is limited to the re-performance of only such parts of the Job Request that is found to be defective by our Quality Control Department, all other claims of whatever nature being excluded. If we are not able to re-perform such services, our maximum liability with respect to this Job Request shall not exceed the lesser of your damages or \$100 credit toward your next Job Request.

We are not responsible for any claims based on downtime, overhead, labor expense, loss of production or profit and we are not responsible for any consequential, indirect, incidental or punitive damages for any cause or claims arising out of, relating to or in connections with the performance or non-performance of this contract of any duties or obligation express or implied arising from the Job Request or delivery of documents to us. Your remedies as set forth herein are exclusive and our total liability with respect to the performance or breach by us of this services as provided and within the time period set forth herein or a \$100 credit towards your next Job Request.

Delay and Force Majeure. We are not responsible for loss or damages arising from delays caused by (a) force majeure, (b) lack of correct or complete information or improper or inaccurate instructions from you, or © circumstances beyond our reasonable control, including without limitation, acts of God, labor disputes, fires, storms, acts of public enemy, war, civil commotions or any other similar or dissimilar occurrence.