Fresno Office

1724 BROADWAY STREET
Fresno, CA 93721
EMAIL: SALES@VIRTUALVDS
VOICE - 559 - 442 - 3522
FAX -   559 - 442 - 3562

VALLEY DOCUMENT SOLUTIONS.LLC.
WWW.VIRTUALVDS.COM

COPYING ☐

(If necessary, see instruction sheet)

STEP_____ OF _____

JOB # _____

BATES LABEL FORM

CLIENT:_____ TODAY'S DATE:_____

ADDRESS:_____ DATE DUE:_____

CLIENT PHONE:_____ TIME DUE:_____

REQUESTED BY:_____ INITIALS:_____

BILLING REF #_____ # OF ORIGINALS:_____

SEE OTHER SIDE/PRICE PER PAGE:_____

LABELING INSTRUCTIONS

LABELING: SEQUENCE START @ ALPHA_____#_____   SPACE

LINE 2:_____   YES ☐ NO ☐

LINE 3:_____

FONT SIZE:_____   FONT TYPE:_____   VALLEY DOCUMENT SOLUTIONS STD
(14 PT ARIEL BOLD)

MISSED PAGES/LABELS

NUMBER INSERTS   NUMERIC(101.01) ALPHA (101A)

DO WE NUMBER?:	YES	NO
ORIGINALS?	☐	☐
COPIES?	☐	☐
BOTH SIDES OF 2 SIDED DOCUMENTS?	☐	☐
BUCKETS/REDWELLS?	☐	☐
ONLY FIRST PAGE OF MULTIPLE PAGE DOCUMENTS? (Ex. NCR FORM)	☐	☐
IF COPY LABEL, DO WE REDUCE COPIES TO 96%?	☐	☐
COVERS?	☐	☐
FILE FOLDERS?	☐	☐
POST IT NOTES?	☐	☐
SLIP SHEETS?	☐	☐
TABS?	☐	☐
STANDARD LANGUAGE?	☐	☐
PHOTOGRAPHS? FRONT BACK	☐	☐
DO WE COVER PREVIOUS NUMBERS?	☐	☐

ACCOUNT MANAGER:_____

SHIPPING

☐ FED EX_____   SPECIAL INSTRUCTION_____

☐ CAL ON_____

☐ US POSTAL_____