

Departments:

Standard
All Departments
Accounting
Engineering
Manufacturing
Sales & Marketing
Human Resources

Change To
All Departments

Groups:

Accounting

Standard
All Groups
Accounts Payable
Accounts Receivable
Payroll

Change To
All Groups

Engineering

Standard
All Groups
Mechanical
Electrical
R & D

Change To
All Groups

Manufacturing

Standard
All Groups
Certification
Quality
MSDS

Change To
All Groups

Sales/Marketing

Standard

All Groups
Customer Service
Sales
Marketing

Change To

All Groups

Human Resources

Standard

All Groups
Insurance
Employment Contracts
Workers Comp
Equal Opportunity

Change To

All Groups

Other Dept. Groups:

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Standard

All Groups

Change To

All Groups

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Standard

All Groups

Change To

All Groups

_____ Group Indexing Requirements

1st Index is _____ Key OCR Barcode Dbase
Kind of number or name

2nd Index is _____ Key OCR Barcode Dbase
Kind of number or name

Document Type: Multi-Page or Single Page, Single Sided or Duplex, Other _____

Index Type: Max No of Characters _____ Structure, Dashes, Preceding Zeros, Date (MMDDYY)

Special indexing instructions: _____

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Special indexing instructions: _____

Document preparation by

	Customer	NCD
Sort by Dept	_____	_____
Sort by Group	_____	_____
Scanning Preparation – Remove from folder, Sort, Orient, Etc.		
Remove Staples, Paperclips	_____	_____
Return to Folders	_____	_____

Document post instructions:

Store _____ Return best way _____
 Shred after Date _____ @ \$ _____ per page
 Other _____

Document Pickup/Delivery _____ Carrier _____
 _____ NCD @ \$ _____ each way
 _____ Customer

CD's required? No _____ Yes _____ How Often? _____

Invoicing Instructions

Mail To: _____ (Attention)
 _____ (Address)

Terms: Net _____ Days from _____ day of month
 C.O.D. _____
 _____ (Other)

Payment: Normal _____ NCD No. _____
 Credit Card _____
 Credit _____

Tax Exempt? No _____ Yes _____ (Certificate Required)

Reference or other instructions _____

