



Production Worksheet

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JOB INFORMATION

JOB NUMBER _____ REPORTER _____ JOB DATE _____ WAIT TIME _____ DAYS FOR R/S _____

CANCELLATION CNA VIDEO'ED INTERPRETED TECHNICAL READ & SIGN TO: _____
TYPE 'WAIVED' IF R&S IS WAIVED

ROUGH DRAFT _____ WHO ORDERED ROUGH DRAFT _____ EXPEDITED _____ DUE DATE _____ WHO ORDERED EXPEDITE? _____

INTERNAL USE ONLY: EXHIBIT COUNT: _____ B/W _____ COLOR EXHIBITS MARKED IRREGULAR EXHIBITS: _____

ORDERS

ORIGINAL +1 (PROVIDED IN ELECTRONIC FORMAT ONLY UNLESS HARD-COPY IS REQUESTED) STANDING ORDER HARD COPY REQUESTED

CLIENT _____ E-MAIL _____

CLAIM # _____ SIGNATURE _____

COPY SALE #1 (PROVIDED IN ELECTRONIC FORMAT ONLY UNLESS HARD-COPY IS REQUESTED) STANDING ORDER HARD COPY REQUESTED

NO COPY SALES

CLIENT _____ E-MAIL _____

CLAIM # _____ SIGNATURE _____

COPY SALE #2 (PROVIDED IN ELECTRONIC FORMAT ONLY UNLESS HARD-COPY IS REQUESTED) STANDING ORDER HARD COPY REQUESTED

CLIENT _____ E-MAIL _____

CLAIM # _____ SIGNATURE _____

COPY SALE #3 (PROVIDED IN ELECTRONIC FORMAT ONLY UNLESS HARD-COPY IS REQUESTED) STANDING ORDER HARD COPY REQUESTED

CLIENT _____ E-MAIL _____

CLAIM # _____ SIGNATURE _____