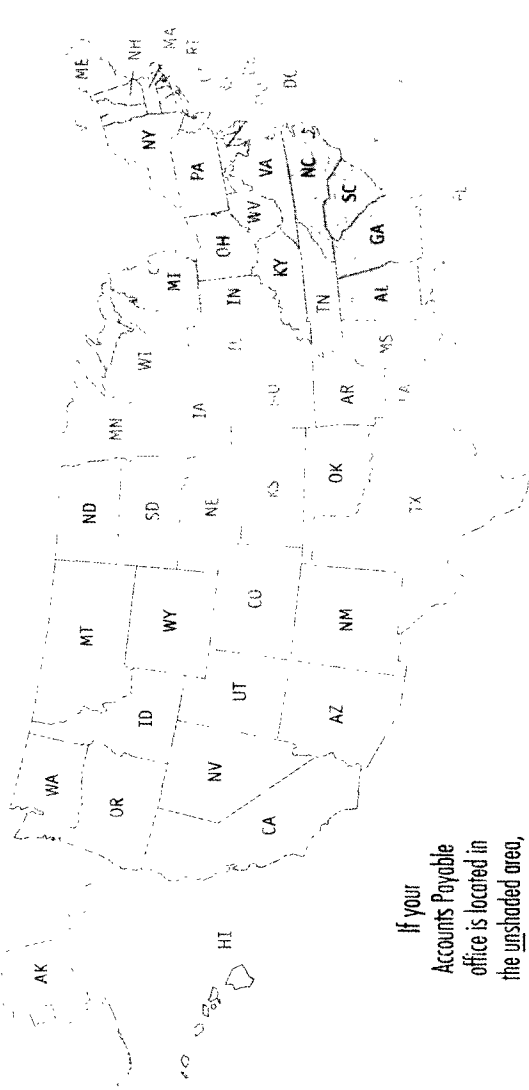


Terms & Conditions

You agree to pay for all purchases charged to the account. This invoice presented at the point of sale constitutes the official bill of sale. Payment is due 30 days from date of the invoice. Kinko's will send you a complimentary record of open invoices each month. Accounts with unpaid amounts over 30 days from the invoice date shall be considered delinquent. As to any delinquent account, you agree to pay interest of fifteen percent (15%) per annum or the maximum interest rate allowed by state law, if that maximum rate is less than fifteen percent (15%) per annum. Accounts with unpaid amounts over 60 days from the invoice date shall be subject to a credit hold or be closed. In the event that payment is not timely made, you agree to pay all reasonable attorney's fees and court or other collection costs as permitted by law as actually incurred by Kinko's. Kinko's reserves the right to assess a fee for returned checks to cover administrative costs and bank charges.

Invoice Disputes

If you have an invoice dispute, please notify us as soon as possible. We must hear from you no later than 60 days after the date of the invoice in question. To notify us, please call 1-800-488-3705 or fax to (805) 652-3929. Customer Service Representatives are available to assist you 24 hours a day, 7 days a week. The following information will be needed in order to process your dispute: company name, account number, invoice number, an explanation of the dispute, and the dollar amount being disputed.



If your
Accounts Payable
office is located in
the unshaded area,
send your payment
to the Dallas P.O.
Box.



Kinko's Inc.
Customer Administrative Services
P.O. Box 672085
Dallas, TX 75267-2085



Kinko's Inc.
Customer Administrative Services
P.O. Box 105522
Atlanta, GA 30346-5522

FIRM NAME NEW YORK CITY LAW DEPARTMENT
 ADDRESS 100 CHURCH ST. ZIP CODE 10007 FLOOR 4
 CONTACT ERROL CARRINGTON PHONE # 212-788-0363
 VENDOR REPRESENTATIVE KINKOS

JOB# CC JUN 5025
 DATE IN 6/25/02
 DATE DUE 7/1/02
 DUE TIME 10 00 AM

WE ARE SENDING#	<u>5</u>	BOXES	_____	FILES	_____	REDWELDS	_____	OTHER :	_____
ESTIMATED # OF ORIGINAL PAGES	_____			# OF COPIES	<u>2</u>				
CUSTOMER AUTHORIZED SIGNATURES AT PICK UP	X	<u>Errol Carrington</u>							
COPIES GO TO SAME ADDRESS AS ORIGINALS?	☒	YES	☐	NO					
IF NO, THEN DELIVER TO _____									
PICK UP VENDOR'S SIGNATURE	X	_____							

SPECIAL INSTRUCTIONS: SEE SIDE 2

THIRD-PARTY DELIVERY OTHER THAN ABOVE ADDRESS? YES ☒ NO ☐ ADDRESS _____
 NUMBERING? YES ☒ NO ☐ DO WE NUMBER ORIGINALS? YES ☒ NO ☐

COPYING

NO	YES	
☐	☐	ALL 8 1/2 X 11
☐	☐	ALL 8 1/2 X 14
☐	☐	SIZE FOR SIZE
☐	☐	TWO SIDED FOR TWO SIDED
☐	☐	CONVERT 1 SIDED TO 2 SIDED
☐	☐	CONVERT 2 SIDED TO 1 SIDED

DO WE COPY?

NO	YES	
☐	☐	REDWELDS
☐	☐	FILE FOLDERS
☐	☐	COVERS
☐	☐	POST-ITS ☐ REMOVE AND REPLACE
☐	☐	SLIPSHEET AS ORIGINAL (COLOR) _____
☐	☐	INDEX TABS (COLOR) _____
☐	☐	☐ COPY _____
☐	☐	☐ INSERT _____
☐	☐	☐ CUSTOM _____

ASSEMBLY

NO	YES	
☐	☐	RESTAPLE ORIGINALS
☐	☐	RECLIP ORIGINALS
☐	☐	STAPLE COPIES AS ORIGINALS
☐	☐	CLIP COPIES AS ORIGINALS
☐	☐	RUBBERBAND BY ☐ FOLDER
☐	☐	☐ BANDED SECTION
☐	☐	☐ REDWELD
☐	☐	☐ BOOK

FINISHING

NO	YES	
☐	☐	REBIND ORIGINALS
☐	☐	BIND COPIES AS ORIGINALS
☐	☐	VELO BIND ☐ TOP ☐ SIDE
☐	☐	TAPE BIND ☐ TOP ☐ SIDE
☐	☐	65 lb. FRONT 65 lb. BACK
☐	☐	DEPOSITION BIND
☐	☐	ACCO BIND ☐ TOP ☐ SIDE
☐	☐	PERFECT BIND COLOR _____

PUNCH ONLY

NO	YES	
☐	☐	3 HOLE DRILL
☐	☐	2 HOLE DRILL ☐ TOP ☐ SIDE
☐	☐	VELO ☐ TOP ☐ SIDE
☐	☐	INSERT INTO 3 RING BINDERS
☐	☐	1" 2" 3" 4" 5"
☐	☐	COLOR _____

OVERSIZE

☐	FOLD	☐	ROLL
☐	SAME SIZE	☐	REDUCE T 8 1/2 X 14

TAGGED PROJECTS

NO	YES	
☐	☐	COPY ONLY TAGGED DOCUMENTS
☐	☐	COPY ONLY CLIPPED DOCUMENTS
☐	☐	DO NOT COPY TAGGED DOCUMENTS
☐	☐	DO NOT COPY CLIPPED DOCUMENTS
☐	☐	COLOR COPIES
☐	☐	COLOR FOR COLOR ☐ B&W ☐

SPECIAL INSTRUCTIONS:

Mixed

like for like

Documents in the boxes need to be
copied and kept in the order they
are.

Replace originals same way they
are in red words.

FOR OFFICE USE ONLY