

Work Order No. \_\_\_\_\_

### Chapman and Cutler Word Processing Information Form

Date: \_\_\_\_\_  
Time In: \_\_\_\_\_ .m.

Attorney Requesting Work \_\_\_\_\_ Dept. \_\_\_\_\_ Ext. \_\_\_\_\_

Matter Number/Name \_\_\_\_\_

**When Needed:**

Waiting

Mailing:

Letters completed? yes no  
Labels completed? yes no

Due by:

\_\_\_\_\_ .m.

Saturday

Sunday

Monday

**Mailing Use Only**  
Completed by: \_\_\_\_\_

**Word Processing** (if Proofreading required, complete appropriate section(s) below):

Revisions

Light  Medium  Heavy

Globals

Straight typing

Dictaphone tape

Scan in & cleanup

Conversion:

Doc. No.: \_\_\_\_\_

Cleanup

Copy & revise:

Doc. No.: \_\_\_\_\_

Other: (i.e., Merge, Forms)

**DocuComp** (Also Check Desired Options)

Bullet Oper. \_\_\_\_\_

StrikeThrough Oper. \_\_\_\_\_

Mark Previous Word w/Punctuation:  Yes  No

External (Comparison Doc. is saved in DMS. If not currently Checked Out, Document will be checked out and Revision Level incremented)

Internal (Comparison Document is not saved in)

New Doc No.: \_\_\_\_\_ Draft Date \_\_\_\_\_

against

Old Doc No.: \_\_\_\_\_ Draft Date \_\_\_\_\_

**DMS Information:**

DMS Document No.: \_\_\_\_\_

Revision Level Type (circle) Minor Major

Description/Revision Comments: \_\_\_\_\_

Keywords: \_\_\_\_\_

Special Word Processing Instructions:

**Proofreading:**

Revisions only

Tape

W-F-W inserts

Redlining

W-F-W with Redlining

1st words & all changes

Word-For-Word

Sense & typos

Conforming

Blacklining—  
Document is not on our system

**Proofreading Use Only**

Time In \_\_\_\_\_ .m.

Time Out \_\_\_\_\_ .m.

Completed by: \_\_\_\_\_

Special Proofreading Instructions:

**Evaluation:**

Please take a moment to complete this form. Your feedback will help improve the quality and consistency of our work.

Please return this form to your Secretarial Coordinator, Joyce Honkisz or Marie Pisarek. Thank You.

Turnaround Time:  Excellent  On Time  Delayed

Quality/Accuracy:  Above Average  Average  Below Average

User Comments:

Help us address your complaints promptly: Please provide copies of markups and errors with

**Staff Use Only**

Operator Name:

Comments

Proofreader's Revisions Completed By: