

PEREZ DE LA MESA MANUEL J  
 Form 5  
 February 12, 2018

# FORM 5

**UNITED STATES SECURITIES AND EXCHANGE COMMISSION**  
**Washington, D.C. 20549**

OMB APPROVAL

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Check this box if no longer subject to Section 16. Form 4 or Form 5 obligations may continue. See Instruction 1(b).  
 Form 3 Holdings Reported Form 4 Transactions Reported

**ANNUAL STATEMENT OF CHANGES IN BENEFICIAL OWNERSHIP OF SECURITIES**

Filed pursuant to Section 16(a) of the Securities Exchange Act of 1934, Section 17(a) of the Public Utility Holding Company Act of 1935 or Section 30(h) of the Investment Company Act of 1940

1. Name and Address of Reporting Person \*  
 PEREZ DE LA MESA MANUEL J

2. Issuer Name and Ticker or Trading Symbol  
 ARC DOCUMENT SOLUTIONS, INC. [ARC]

5. Relationship of Reporting Person(s) to Issuer

(Check all applicable)

(Last) (First) (Middle)

3. Statement for Issuer's Fiscal Year Ended (Month/Day/Year)  
 12/31/2017

Director  10% Owner  
 Officer (give title below)  Other (specify below)

C/O ARC DOCUMENT SOLUTIONS, INC., 1981 NORTH BROADWAY, SUITE 385

(Street)

4. If Amendment, Date Original Filed(Month/Day/Year)

6. Individual or Joint/Group Reporting

(check applicable line)

WALNUT CREEK, CA 94596

Form Filed by One Reporting Person  
 Form Filed by More than One Reporting Person

(City) (State) (Zip)

**Table I - Non-Derivative Securities Acquired, Disposed of, or Beneficially Owned**

1. Title of Security (Instr. 3)	2. Transaction Date (Month/Day/Year)	2A. Deemed Execution Date, if any (Month/Day/Year)	3. Transaction Code (Instr. 8)	4. Securities Acquired (A) or Disposed of (D) (Instr. 3, 4 and 5)	5. Amount of Securities Beneficially Owned at end of Issuer's Fiscal Year (Instr. 3 and 4)	6. Ownership Form: Direct (D) or Indirect (I) (Instr. 4)	7. Nature of Indirect Beneficial Ownership (Instr. 4)
Common Stock	02/09/2005 <sup>(1)</sup>	∅	G5	14,000 D	\$ 0 124,922	D	∅
Common Stock	02/09/2005 <sup>(1)</sup>	∅	G5	14,000 A	\$ 0 14,000	I	by Manuel Jose Perez de la Mesa Revocable Trust <sup>(2)</sup>

Common Stock	07/21/2016 <sup>(1)</sup>	Â	G5	64,544	D	\$ 0	60,378	D	Â
Common Stock	07/21/2016 <sup>(1)</sup>	Â	G5	64,544	A	\$ 0	78,544	I	by Manuel Jose Perez de la Mesa Revocable Trust <sup>(2)</sup>

Reminder: Report on a separate line for each class of securities beneficially owned directly or indirectly.

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**Table II - Derivative Securities Acquired, Disposed of, or Beneficially Owned**  
(e.g., puts, calls, warrants, options, convertible securities)

1. Title of Derivative Security (Instr. 3)	2. Conversion or Exercise Price of Derivative Security	3. Transaction Date (Month/Day/Year)	3A. Deemed Execution Date, if any (Month/Day/Year)	4. Transaction Code (Instr. 8)	5. Number of Derivative Securities Acquired (A) or Disposed of (D) (Instr. 3, 4, and 5)	6. Date Exercisable and Expiration Date (Month/Day/Year)	7. Title and Amount of Underlying Securities (Instr. 3 and 4)	8. Price of Derivative Security (Instr. 5)	9. of D Se B O E Is Fi (I
						Date Exercisable	Expiration Date	Title	Amount or Number of Shares
						(A)	(D)		

## Reporting Owners

### Reporting Owner Name / Address

### Relationships

Director 10% Owner Officer Other

PEREZ DE LA MESA MANUEL J  
C/O ARC DOCUMENT SOLUTIONS, INC.  
1981 NORTH BROADWAY, SUITE 385  
WALNUT CREEK, CA 94596

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## Signatures

/s/ D. Jeffery Grimes,  
Attorney-in-Fact

02/12/2018

\*\*Signature of Reporting Person

Date

## Explanation of Responses:

\* If the form is filed by more than one reporting person, see Instruction 4(b)(v).

\*\* Intentional misstatements or omissions of facts constitute Federal Criminal Violations. See 18 U.S.C. 1001 and 15 U.S.C. 78ff(a).

(1)

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The reporting person transferred shares into the Manuel Jose Perez de la Mesa Revocable Trust, of which Mr. Perez de la Mesa and his wife serve as trustees.

- (2) Shares held in the name of the Manuel Jose Perez de la Mesa Revocable Trust, of which Mr. Perez de la Mesa and his wife serve as trustees.

Note: File three copies of this Form, one of which must be manually signed. If space provided is insufficient, *see* Instruction 6 for procedure. Potential persons who are to respond to the collection of information contained in this form are not required to respond unless the form displays a currently valid OMB number.