



COPYING ORDER FORM

LAW IN ORDER

Internal Use Only – Invoice Number

Internal Use Only – JMS Number

Contact Name:

Firm:

Telephone:

Address:

Email:

Date:

Your Reference/Matter Number:

Number of Copies:

Date/Time Required (ASAP not acceptable):

GENERAL COPYING (PLEASE TICK BELOW)

COPY ALL DOCUMENTS IDENTICAL TO THE ORIGINALS (e.g, colour, plans, insert into folders) OR select options from below

COPY	<input type="radio"/> All documents	<input type="radio"/> Tagged Pages	<input type="radio"/> Tagged documents
FORMAT	<input type="radio"/> Single sided	<input type="radio"/> Double sided	<input type="radio"/> As originals
PAPER	<input type="radio"/> White	<input type="radio"/> Coloured	<input type="radio"/> A3 reduced to A4 <input type="radio"/> As originals
DRILLED	<input type="radio"/> No holes	<input type="radio"/> 2 holes	<input type="radio"/> As originals
STAPLES/CLIPS	<input type="radio"/> None	<input type="radio"/> Staples/Clips	<input type="radio"/> As originals
DIVIDERS	<input type="radio"/> No dividers	<input type="radio"/> Specify	<input type="radio"/> As originals
FINISH	<input type="radio"/> Unbound	<input type="radio"/> Insert into folders	<input type="radio"/> As originals
	<input type="radio"/> Velo Bind	<input type="radio"/> Comb bind	<input type="radio"/> Wire bind

GENERAL COPYING INSTRUCTIONS (PLEASE SPECIFY BELOW)

COLOUR COPYING (PLEASE TICK AND SPECIFY INSTRUCTIONS BELOW)

As original (all colour, including letterhead) Only necessary colour (photos, maps etc...)

Photos (how many to a page) Tagged pages

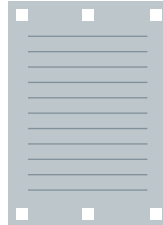
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LAW IN ORDER

PAGINATION/NUMBERING (PLEASE TICK AND SPECIFY INSTRUCTIONS BELOW)

- Originals & copies
- Copies
- 1st page of documents
- All pages



(Please tick pagination position on page)

PLAN COPYING (PLEASE TICK AND SPECIFY INSTRUCTIONS BELOW)

- Identical to original
- Black & white
- Colour
- Reduce — A4 A3
- Rolled
- Folded

DOCUMENT COLLATION (PLEASE TICK AND SPECIFY INSTRUCTIONS BELOW)

- As indexed
- Chronological
- Other

OTHER INSTRUCTIONS

DELIVERY

Signature:

Print Name:

Date/Time: