



ELECTRONIC PRINT/SCAN/DUPLICATION ORDER FORM

LAW IN ORDER

Contact Name:

Firm:

Telephone (after hours if logged after 4pm):

Address:

Email:

Your Reference

Date:

Date/Time Required (ASAP not acceptable):

IMAGE SCANNING (PLEASE TICK)

(NB: Files will be named as per default e.g. 0000001, 0000002 etc. unless specified otherwise)

BLACK & WHITE

Scan as per original size

Scan to A4 A3 A2 A1 A0

Scan to one -file

Scan to multiple files as per stapled/clipped/divider

Other (please specify):

COLOUR

Scan as per original size

Scan to A4 A3 A2 A1 A0

Scan to one-file

Scan to multiple files as per stapled/clipped/divider

Other (please specify):

IMAGE RESOLUTION

200 dpi 300 dpi Other (please specify):

IMAGE FORMAT

Single Page TIFF Multi Page TIFF PDF (image only) PDF (text searchable)

JPEG Ringtail (single page TIFF, text searchable PDF, .mdb)

Other (please specify):

EXPORT/OTHER

Create directory structure to folder level

Manual document naming (determined from document content, Doc Id or other agreed protocol)

Other (please specify):

OUTPUT

CD DVD USB HDD Download from Law In Order portal (FTP)

Email (please specify):

NEXT PAGE

SYDNEY

A: Level 3, 123 Pitt St. Sydney 2000

T: 02 9223 9200

F: 02 9223 9600

DX: 561 Sydney

E: sydney@lawinorder.com

MELBOURNE

A: Level 13, 461 Bourke St. Melbourne 3000

T: 03 9691 7555

F: 03 9691 7577

DX: 249 Melbourne

E: melbourne@lawinorder.com

BRISBANE

A: Level 5, 116 Adelaide St. Brisbane 4000

T: 07 3220 1655

F: 07 3220 1677

DX: 561 Brisbane

E: brisbane@lawinorder.com

PERTH

A: Level 6, 2 Mill St. Perth 6000

T: 08 9466 0155

F: 08 9466 0199

DX: 63501 Perth

E: perth@lawinorder.com



PAGINATION/NUMBERING (PLEASE TICK AND SPECIFY BELOW)

Supply labels and manually paginate documents

Electronic labelling/electronically burning label into image

LABEL LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
VALUE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
REPRESENTS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NUMBER OF CHARACTERS/DIGITS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EXAMPLE LABEL SPECIFICATION: ABC.001.005.001, WHERE

Also specify separator value, e.g. (',', '_' or '/')

LABEL LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
VALUE	ABC	001	005	0001
REPRESENTS	Party/Source	Box	Folder	Document/Page
NUMBER OF CHARACTERS/DIGITS	3	3	3	4

DOCUMENT DELIMITING (PLEASE TICK)

Delimit by staple/ clips/flags

Document Delimiting, Coding and Host/Attachment Determination will require initial consultations with one of our project managers to determine your requirements.

Delimit according to protocols

Host/Attachment determination

Please specify the format that you would like to receive your data in i.e Ringtail, Summation, MS Access, ASCII, etc.

PRINTING (PLEASE TICK)

No. of copies:

Order by:

CD order Doc ID Date Index Other (please specify):

Page size:

A5 A4 A3 A2 A1 A0 As original

Print & Format

Black & White Colour (all) Colour (where appropriate)

Single sided Double sided Other (please specify):

NEXT PAGE



LAW IN ORDER

PRINTING (CONTINUED)

Document Segregation

- Stapled
 Colour Separator (with filename)
 Colour Separator (blank)
 None
 Custom dividers
 Blank dividers
 Numbered dividers
 None
 Other (please specify):

Subfolders

- Colour Separator (with filename)
 Colour Separator (blank)
 None
 Custom dividers
 Blank dividers
 Numbered dividers
 None
 Other (please specify):

Finishing

- Hole Punch
 Folders
 Comb bind
 Wire bind
 Unbound

OTHER SERVICES (PLEASE TICK)

- CD/DVD duplication
 VHS duplication
 DVD to/from VHS conversion
 MP3 to/from audio cassette or micro cassette
 Image format conversion
 Document collation (i.e. chronological order)
 Manual file naming (Please specify):
 Other (Please specify):

SPECIAL INSTRUCTIONS (PLEASE SPECIFY BELOW)

DELIVERY

Signature:

Print Name:

Date/Time: