



# ELECTRONIC PRINT/SCAN/DUPLICATION ORDER FORM

# LAW IN ORDER

|                      |                      |  |
|----------------------|----------------------|--|
| Contact Name:        | Firm:                | Telephone (after hours if logged after 4pm): |
| <input type="text"/> | <input type="text"/> | <input type="text"/>                         |
| Address:             | Email:               |  |
| <input type="text"/> | <input type="text"/> |  |
| Your Reference       | Date:                | Date/Time Required (ASAP not acceptable):    |
| <input type="text"/> | <input type="text"/> | <input type="text"/>                         |

## 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**



## 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):

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# 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: