



Print Order Form

*Contact Name:	*Firm:	*Telephone/Afterhours (after hours if logged after 4pm):	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
*Address:	*Email:		
<input type="text"/>	<input type="text"/>		
*Your Matter Reference:	*Date:	*Date Required:	*Time Required:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Printing

*No. of copies:	<input type="text"/>						
*Order by:	Alpha numeric folder and file name	Doc ID	Index	Chronological order			
	Reverse chronological order	Other (please specify): <input type="text"/>					
*Page size:	A5	A4	A3	A2	A1	A0	Mixed: <input type="text"/>
*Colour:	Black & White	Colour as original	Meaningful**		**Only Pages of Importance .e.g Photos, Graphs, Images, Statistical Tables (or Client Specified) will be printed in colour		
*Format:	Single sided	Double sided					
*PDF	Stapled	Colour Separator (with filename)		Colour Separator (blank)			
Individual Document's Separation:	Custom dividers	Blank dividers	Numbered dividers		None		
	Other (please specify): <input type="text"/>						
Electronic Folder/ Groups of Documents Separation:	Colour Separator (with folder name)		Colour Separator (blank)				
	Custom dividers	Blank dividers	Numbered dividers		None		
	Other (please specify): <input type="text"/>						
*Finishing:	Hole Punch	Folders	Comb bind	Wire bind	Unbound		

Email Files with Attachments

Merge Unmerged Print Only Host Emails Placeholders No Email Files Provided

Excel Files

***If Rendered is checked, a time estimate will be obtained and provided*

Rendered** Placeholders No Excel Files Provided

NEXT PAGE

**This field is required*



Print Order Form

Placeholders

For unsupported files No placeholders

Pagination Required?

Yes No

Type: Numeric Doc ID Doc ID – Page number Other

Position: Top Left Top Centre Top Right
 Bottom Left Bottom Centre Bottom Right

Starting page #:

Pagination sequence: Numbering continuously throughout Restart Pagination Per Document

Resize Rotate Documents**: Yes No

This is an optional process at \$200/hr+gst to ensure pagination maintains a consistent size and selected location.

Please see example on the 3rd page.

*Index Required?

Provided No

Create New Index

Update Existing Index With: Starting page Page ranges

*Covers and Spines

Law In Order*** Provided No covers

****Our Law in Order Covers and Spines displays your firm, your matter reference as well as the volume number/s*

*Volume Splits

Law In Order Client Specific (Please Specify the Splitting Instructions/Locations) No Splits (Total Page Count Under 450)

Special Instructions

If not enough space is available, please include special instructions in your email of instructions.

**This field is required*

Native A3 Landscape Paper for Printing into
Folders To be Paginated Bottom Right Corner and
Printed in A4



Before Printing

After Printing

With Resize & Rotate



Without Resize & Rotate



Without Resizing: If the document is not in A4 size the pagination will either increase or decrease

Without Rotation: If the document is not in correct orientation when printed it no longer maintains the correct selected position