



Copying Order Form

Internal Use Only – Invoice Number

Internal Use Only – JMS Number

Contact Name:

Firm:

Telephone (after hours if logged after 4pm):

Address:

Email:

Your Reference/Matter Number:

Number of Copies:

Date:

Date Required:

Time Required:

General Copying

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"/> Comb bind | <input type="radio"/> Wire bind | |

General Copying Instructions

Colour Copying

Black & White Colour – Exactly as original (including letterhead) Meaningful Only (photos, maps etc)

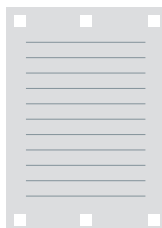
NEXT PAGE



Copying Order Form

Pagination

- Yes No
- Originals & copies
- Copies
- 1st page of documents
- All pages



(Please tick pagination position on page)

Specify Instructions Below:

Plan Copying

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

Specify Instructions Below:

Document Collation

- As indexed Chronological Other

Specify Instructions Below:

Special Instructions

Delivery

Signature:

Print Name:

Date/Time: