



copying/ printing order form

SYDNEY
MELBOURNE
BRISBANE
PERTH
ADELAIDE

Address: Level 34, 60 Margaret Street, Sydney NSW 2000
Address: Level 19, 567 Collins Street, Melbourne VIC 3000
Address: Level 17, Blue Tower, 12 Creek Street, Brisbane, QLD 4000
Address: Level 28, AMP Tower, 140 St Georges Terrace, Perth, WA 6000
Address: Level 30, 91 King William Street, Adelaide, SA 5000

Ph: 1300 30 30 80
Ph: 1300 30 30 80
Ph: 1300 30 30 80
Ph: 1300 30 30 80
Ph: 1300 30 30 80
E: support@elaw.com.au
E: support@elaw.com.au
E: support@elaw.com.au
E: support@elaw.com.au
E: support@elaw.com.au

contact details

Company	<input type="text"/>	Address	<input type="text"/>		
Requested by	<input type="text"/>		<input type="text"/>		
Matter number	<input type="text"/>	Phone (Work)	<input type="text"/>	(Mobile)	<input type="text"/>
Matter name	<input type="text"/>	Today's date	<input type="text"/>	Date required	<input type="text"/>
				Time required	<input type="text"/>

collection confirmation

Quantity supplied:	Boxes	<input type="text"/>	Binders	<input type="text"/>	Bundles	<input type="text"/>	CD's	<input type="text"/>
Collected by:	Name	<input type="text"/>			Date	<input type="text"/>	Time	<input type="text"/>

delivery confirmation

Recipient's name	<input type="text"/>	Recipient's signature	<input type="text"/>		
Originals	<input type="text"/>	Copysets	<input type="text"/>	Date	<input type="text"/>
				Time	<input type="text"/>
Recipient's name	<input type="text"/>				
Originals	<input type="text"/>	Copysets	<input type="text"/>	Date	<input type="text"/>
				Time	<input type="text"/>

copying (see next page for Printing, Page numbering and Appeal Court books)

Number of copysets: Copy ALL DOCUMENTS identical to originals or select below

Copy: All documents Tagged documents Tagged pages As per attached instructions

Format: Identical to originals Single sided Double sided

Copy Paper: White Identical to originals Colour (please specify)

Holed Paper: Identical to originals No holes 2 holes

Dividers/tabs: Identical to originals No dividers/tabs Coloured pages

Staples/clips: Identical to originals No staples or clips in copies Clips only in copies Do not re-staple or re-clip originals

Finish: Identical to originals Inserted in binders Unbound Comb bound Velo bound

Colour copying: Identical to originals Copy in black & white Colour copy tagged pages only

Plan Copying: Identical to originals Do not copy plans Reduce to A4 Reduce to A3 Fold to A4

Special instructions:

printing

No. of print sets

Print all documents: Yes No As specified below

Format: Double sided Single sided

Type of output: Black & white Colour As originals

Paper Size: A4 A5 A1 A0

Separators: Tab separators Colour separators (Yellow, Pink, Green or Blue.)
Please Specify:

Plan Printing: Reduce to A4 Reduce to A3 Fold to A4

Finish: Unbound Insert in binders 2 holes Stapled Clipped

printing from Relativity

Order: Document ID Document Date Host Date Saved Search
 Other (Please Specify)

Source: Folder (Please specify) Saved Search (Please specify) Other (Please specify)

Index: As Saved Search Document ID Document Date Document Title Document Type
 Author Recipient Index Title Other (Please specify)

Special printing instructions:

page numbering

Page number format (eg. Source.File.Page - AAA.001.001)

Label to include a barcode: Yes No

Label position: Bottom right quadrant Other (Please specify)

Special page numbering instructions:

appeal book preparation (first copy returned for approval)

Number of copy sets

Serve copies: Yes No File copies: Yes No

Special instructions:

OFFICE USE ONLY

Operator Originals Copy sets Dividers

Job bag Binders Colour QA

Job track number Plans Binding Doc prep /re-prep