

COPY ORDER FORM

CONTACT DETAILS

FIRM:	INVOICE NO.:
CONTACT NAME:	OFFICE USE ONLY:
CONTACT NUMBER:	TODAY'S DATE:
MATTER NO.:	MATTER NAME/REF NO.:
ADDRESS:	EMAIL:

ORDER DUE DATE	ORDER DUE TIME	NO. OF COPIES
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MATERIAL SUPPLIED (Please specify quantity for each type of material)

ARCHIVE BOXES	FOLDERS/BINDERS	BOUND DOCUMENTS	BUNDLES	DOCUMENTS	PLANS	OTHERS

COPYING INSTRUCTIONS

ALL DOCUMENTS	COPY ALL DOCUMENTS AS ORIGINALS INCLUDING PLANS ETC., (staples, clips, tabs will be replicated)					
GENERAL DOCUMENTS	ALL DOCUMENTS	TAGGED DOCUMENTS	TAGGED PAGES			
	INDEXED	OTHER				
IMAGING	AS ORIGINALS	SINGLE-SIDED	DOUBLE-SIDED			
COLOUR	COLOUR	AUTO COLOUR (EXACT COPY OF ORIGINALS)				
	BLACK & WHITE	PHOTOGRAPHS, GRAPHS AND MAPS IN COLOUR				
PAPER SIZE	AS ORIGINALS	A5	A4			
PLANS & MAPS	AS ORIGINALS	REDUCED TO	A4	A3	OTHER	
PAPER COLOUR	AS ORIGINALS	WHITE	OTHER			
TABS/DIVIDERS	AS ORIGINALS	NO	OTHER			

FINISHING INSTRUCTIONS

STAPLES	AS ORIGINALS	YES	NO			
CLIPS	AS ORIGINALS	YES	NO			
HOLE PUNCH	AS ORIGINALS	2 HOLES	NO			
BINDING	UNBOUND	COMB	WIRE			
FOLDER	AS ORIGINALS	CLIENT SUPPLIED	OTHER			
	LEVER ARCH (70MM)	BINDER (40MM)	BINDER (25MM)			
FINISHING NOTES:						

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PAGINATION

PAGINATION REQUIRED	NO	YES (SPECIFY THE BELOW)
PAGINATION PER VOLUME	YES	NO
PADDING REQUIRED (EX: 00#, 000#)	YES	NO
BOTH ORIGINALS & COPIES	COPIES ONLY	FIRST PAGE ONLY
PREFIX AND SUFFIX	PREFIX	SUFFIX

PAGINATION POSITION

TOP RIGHT	TOP LEFT	TOP CENTRE	TOP LEFT & TOP RIGHT
BOTTOM RIGHT	BOTTOM LEFT	BOTTOM CENTRE	BOTTOM LEFT & BOTTOM RIGHT

SPECIAL INSTRUCTIONS

DELIVERY

PRINT NAME (DELIVERED BY)	DELIVERY NOTES	
PRINT NAME (DELIVERED TO)	SIGNATURE	DATE & TIME