

## CONTACT DETAILS

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

ORDER DUE DATE	ORDER DUE TIME	NO. OF COPIES				
<b>MATERIAL SUPPLIED</b> (Please specify quantity for each type of material)						
CD/DVD	USB	HARD DRIVE	EMAIL	FTP(INTERNAL)	FTP(EXTERNAL)	OTHERS

## PRINTING INSTRUCTIONS

<b>GENERAL PRINTING</b>	ALPHA NUMERIC ORDER	LIST OF DOCUMENTS	INDEXED
	EMAILED DOCUMENTS	LINKED DOCUMENTS	PREFIXED FILES
	ALL DOCUMENTS (files, folders & subfolders)	OTHER	
<b>IMAGING</b>	SINGLE-SIDED	DOUBLE-SIDED	OTHER
<b>COLOUR</b>	COLOUR	AUTO COLOUR (exact copy of originals)	
	BLACK & WHITE	PHOTOGRAPHS, GRAPHS AND MAPS IN COLOUR	
<b>PAPER SIZE</b>	AS ORIGINALS	A5	A4
	A3	A2	A1 A0 OTHER
<b>PLANS &amp; MAPS</b>	AS ORIGINALS	REDUCED TO	A4 A3 OTHER
<b>COLOUR SEPARATOR</b>	BLANK	CUSTOM PRINTED	PAPER COLOUR
<b>TABS/DIVIDERS</b>	CUSTOM PRINTED	BLANK	OTHER

## LEGAL TECHNOLOGY PRINTING INSTRUCTIONS

<b>LEGAL TECHNOLOGY</b>	DOC_ID ORDER	CHRONOLOGICAL ORDER (latest to earliest dates)	MANAGE HOST & ATTACHMENT GROUPS
		CHRONOLOGICAL ORDER (earliest to latest dates)	MANAGE HOST & ATTACHMENT GROUPS
<b>HOST &amp; ATTACHMENT</b>	COMBINE	NO	OTHER
<b>NON-PRINTABLE</b>	PLACEHOLDERS (with filename)	COLOUR SEPARATOR	OTHER
<b>EXCEL SPREADSHEET</b>	FORMAT & PRINT	PLACEHOLDERS ( with filename)	OTHER
<b>CREATE INDEX (EXPORT.MDB)</b>	YES	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)
BOOKLET	YES	NO	
LAMINATION	YES	NO	

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