



Litigation Discovery Group

eDiscovery • Forensics • Trial Support
Available 24/7

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JOB #
(Internal use)

COPY ORDER FORM

FIRM NAME: _____

ADDRESS: _____

CONTACT NAME: _____ PHONE #: _____

EMAIL ADDRESS: _____

CLIENT MATTER#: _____

CASE NAME: _____

TODAY'S DATE: _____

DATE DUE: _____ TIME DUE: _____

OF BOXES: ORIGINALS: _____

SETS OF COPIES:

COPY INSTRUCTIONS

- | | | |
|---|--|--|
| <input type="checkbox"/> As original/Size for size | <input type="checkbox"/> Recreate folders/tabs as original | <input type="checkbox"/> Tagged / Clipped docs only |
| <input type="checkbox"/> Copy 1 & 2 Sided as original | <input type="checkbox"/> Slipsheets for index tabs | <input type="checkbox"/> DO NOT Copy tagged/clipped docs |
| <input type="checkbox"/> All 1 sided | <input type="checkbox"/> Slipsheets for slipsheets | <input type="checkbox"/> Copy post-it notes |
| <input type="checkbox"/> All 2 sided | <input type="checkbox"/> Copy index tabs on _____ | <input type="checkbox"/> Remove & replace post-it notes |

FINISHING/BINDING

ORIGINALS

- Re-staple/Re-clip originals
- Rebind originals
- DO NOT re-staple/re-clip
- DO NOT rebind originals

COPIES

- Staple/Clip as originals
- Bind as originals
- DO NOT staple/clip copies
- DO NOT bind copies

BINDING

- GBC (*comb*)
- Velo
- Acco
- Tape
- Place in 3-ring binders
- Spiral binding
- Rubberband

COLOR

- Copy color for color
- Copy highlights
- All black & white

OVERSIZE

- Size for size
- Roll / Fold
- Reduce / Enlarge _____

BATES LABELING

- Label originals
- Label 1st copy
- Starting # _____
- Other _____

MEDIA

- VHS
- VHS to DVD
- Audio cassettes
- Duplicate CDs/DVDs

ADDITIONAL INSTRUCTIONS