

Firm Name: \_\_\_\_\_ Date/Time Of Pick-up: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
 Contact: \_\_\_\_\_ Phone: \_\_\_\_\_ Due Date/Time: \_\_\_\_\_ / \_\_\_\_\_  RUSH  
 Employee E-mail: \_\_\_\_\_ Client/Ref. Number: \_\_\_\_\_

## -COPY-

**Paper Size:**

- As Original (default) \*
- All 8.5" x 11"
- Other: \_\_\_\_\_

**Copies:**

- As Original (default) \*
- All 2 to 1 Sided
- All 1 to 2 Sided

Make  Copies Of Each Document  
 ONLY Tagged Originals

**Color Copies:**

- As Original (default) \*
- All Black & White

**Clip All Copies:**

- As Original (default) \*
- No Clips

**Tabs:**

- As Original (default) \*
- Colored Paper Dividers
- No Tabs

**Staple All Copies:**

- As Original (default) \*
- No Staples

**Large Format Docs:**

- Copy as Original (default) \*
- Skip, Insert Place Holder

Finishing: Color:  
 Fold  Yes  
 Roll  No

**Capture:**

	Y	N
Covers	<input type="checkbox"/>	<input type="checkbox"/>
Spines	<input type="checkbox"/>	<input type="checkbox"/>
File Folders	<input type="checkbox"/>	<input type="checkbox"/>
Post-its	<input type="checkbox"/>	<input type="checkbox"/>

Digital Bates: \_\_\_\_\_  
(ex: CF0001)

**File Type:**

- .TIF
- .PDF (default) \*
- .JPG

**Color Scan:**

- As Original (default) \*
- All Black & White

**Export Type:**

- Single Page
- Multi-Page (default) \*

**Scan:**

	Y	N
Covers	<input type="checkbox"/>	<input type="checkbox"/>
Spines	<input type="checkbox"/>	<input type="checkbox"/>
File Folders	<input type="checkbox"/>	<input type="checkbox"/>
Divider Tabs	<input type="checkbox"/>	<input type="checkbox"/>
Post-its	<input type="checkbox"/>	<input type="checkbox"/>

## -SCAN-

**OCR For:**

- Case Management
- Searchable PDF/ TIFF
- Editable In: \_\_\_\_\_  
(ex: word, word perfect, etc.)

**Load File:**

- .DII Summation
- .OLL Trial Director
- Other: \_\_\_\_\_

**Doc Breaks:**

- Single-Page Docs
- Prepsheets
- No Doc Breaks (default) \*
- Burn in Bates**  
For Case Management Software

**Print:**

- Print Scanned Documents:  
 Number of Sets: \_\_\_\_\_
- Print Without Bates
- Staple & Clip As Original

## -FINISHING-

**Binding:**

- Acco Prong (Top)
- Acco Prong (Side)
- Velo
- Tape
- Comb
- Rubber Band (default) \*
- Clip
- Staple

**Cover:**

- Clear Plastic Cover, Cardstock Back
- Printed Cardstock Cover, Cardstock Back

**Punch:**

- 2-Hole: Top
- 2-Hole: Side
- 3-Hole

**Bates Stamp:**

- Original Document
  - Copy
- Start with: \_\_\_\_\_

**Extras:**

- Manilla Folder
- 3-Ring Binder
- Red Well

Location  Reverse Bates

## -OTHER-

Lawcopy offers many other options beyond the constraints of this form. Please put special requests here.