

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)

-SCAN-

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"/>

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

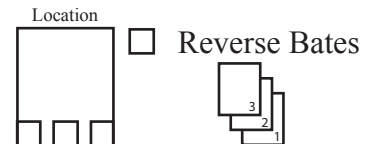
Bates Stamp:

- 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.

