

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.