

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"/>

## -SCAN-

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"/>

### 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.