



Court/Appeal Book **Order Form**

INVOICING DETAILS

FIRM:		ADDRESS:	
CONTACT NAME:		SURNAME:	TELEPHONE:
REFERENCE/MATTER NO:		DATE/TIME REQUIRED:	
INVENTORY: Boxes:	Folders:	Manilla files:	
Bundles:	CD's:	Other:	
SIGNATURE:	DATE:	TIME OF CALL:	

JURISDICTION (PLEASE TICK)

<input type="checkbox"/> Federal Court:	<input type="checkbox"/> Use Standard Appeal Book Formatting
<input type="checkbox"/> High Court:	<input type="checkbox"/> Use Standard Appeal Book Formatting
<input type="checkbox"/> Supreme Court	
<input type="checkbox"/> Other (please specify):	

PREPARATION INSTRUCTIONS

Number of Copies:		
Number of Volumes:		
Cover Sheets	<input type="checkbox"/> Use as supplied	<input type="checkbox"/> To be prepared by LitSupport
Index	<input type="checkbox"/> Use as supplied (LitSupport to update after pagination)	<input type="checkbox"/> To be prepared by LitSupport
Content	<input type="checkbox"/> Use as supplied	<input type="checkbox"/> To be prepared/ordered by LitSupport (see Special Instructions)
Finishing	<input type="checkbox"/> Comb bind	<input type="checkbox"/> Lever arch folders
Electronic Copy	<input type="checkbox"/> Yes	<input type="checkbox"/> No

SPECIAL INSTRUCTIONS

DRAFT COPY APPROVED BY

NAME:	SIGNATURE:	DATE/TIME OF COLLECTION:
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On time, accurate and confidential ... Guaranteed

OFFICE USE ONLY

JOB NO:	INVOICE NO:
NAME:	SIGNATURE: DATE/TIME OF COLLECTION:

DELIVERY LOG

Client

NAME:	SIGNATURE:	DATE/TIME OF DELIVERY:
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Inventory of originals

Folders:	Manilla files:
Boxes:	Bundles:
CDs	Other:

Inventory of copies

Folders:	Manilla files:
Boxes:	Bundles:
CDs	Other:

LitSupport

NAME:	SIGNATURE:	DATE/TIME OF DELIVERY:
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Office use only

CONTROL SHEET

Copy Count		B & W		Colour	
Start	Finish	A4	A3	A4	A3

Dividers

Dividers		Plans	Folders		
5 Tab	10 Tab		65mm	40mm	25mm

STANDARD QUALITY CHECK

OPERATOR (PRINT NAME):

On time, accurate and confidential ... Guaranteed

A copy of LitSupport's Standard Trading Arrangements are available on request.