



Photocopying **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:	

INSTRUCTIONS

Number of copies:			
Copy	<input type="checkbox"/> All documents	<input type="checkbox"/> Tagged documents	<input type="checkbox"/> Tagged pages
Format	<input type="checkbox"/> As originals	<input type="checkbox"/> Single sided	<input type="checkbox"/> Double sided
Staples/Clips	<input type="checkbox"/> As originals	<input type="checkbox"/> Do not staple/clip	
Paper	<input type="checkbox"/> As originals	<input type="checkbox"/> White A4	<input type="checkbox"/> Colour (please specify)
Dividers	<input type="checkbox"/> As originals	<input type="checkbox"/> No dividers	<input type="checkbox"/> Other
Colour	<input type="checkbox"/> As originals	<input type="checkbox"/> Black & white	
Plans	<input type="checkbox"/> As originals	<input type="checkbox"/> Reduce to A3	<input type="checkbox"/> Other
Finish	<input type="checkbox"/> As originals	<input type="checkbox"/> Insert into folders	<input type="checkbox"/> Comb bound
	<input type="checkbox"/> Velo bound	<input type="checkbox"/> Wire bound	<input type="checkbox"/> Unbound
	<input type="checkbox"/> 2 holes	<input type="checkbox"/> No holes	<input type="checkbox"/> Laminate

Special Instructions:

OFFICE USE ONLY

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

On time, accurate and confidential ... Guaranteed

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		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.