



Litigation Discovery Group

eDiscovery • Forensics • Trial Support
Available 24/7

702.380.4283 | www.LDGLV.com

JOB #
(Internal use)

COPY ORDER FORM

FIRM NAME: _____

ADDRESS: _____

CONTACT NAME: _____ PHONE #: _____

EMAIL ADDRESS: _____

CLIENT MATTER#: _____

CASE NAME: _____

TODAY'S DATE: _____

DATE DUE: _____ TIME DUE: _____

OF BOXES: ORIGINALS: _____

SETS OF COPIES:

COPY INSTRUCTIONS

- | | | |
|---|--|--|
| ☐ As original/Size for size | ☐ Recreate folders/tabs as original | ☐ Tagged / Clipped docs only |
| ☐ Copy 1 & 2 Sided as original | ☐ Slipsheets for index tabs | ☐ DO NOT Copy tagged/clipped docs |
| ☐ All 1 sided | ☐ Slipsheets for slipsheets | ☐ Copy post-it notes |
| ☐ All 2 sided | ☐ Copy index tabs on _____ | ☐ Remove & replace post-it notes |

FINISHING/BINDING

ORIGINALS

- ☐ Re-staple/Re-clip originals
- ☐ Rebind originals
- ☐ DO NOT re-staple/re-clip
- ☐ DO NOT rebind originals

COPIES

- ☐ Staple/Clip as originals
- ☐ Bind as originals
- ☐ DO NOT staple/clip copies
- ☐ DO NOT bind copies

BINDING

- ☐ GBC (comb) ☐ Velo ☐ Acco ☐ Tape
- ☐ Place in 3-ring binders
- ☐ Spiral binding
- ☐ Rubberband

COLOR

- ☐ Copy color for color
- ☐ Copy highlights
- ☐ All black & white

OVERSIZE

- ☐ Size for size
- ☐ Roll / Fold
- ☐ Reduce / Enlarge _____

BATES LABELING

- ☐ Label originals ☐ Label 1st copy
- ☐ Starting # _____
- ☐ Other _____

MEDIA

- ☐ VHS ☐ VHS to DVD
- ☐ Audio cassettes
- ☐ Duplicate CDs/DVDs

ADDITIONAL INSTRUCTIONS