

**Copies
Required**

**Date
Required**

**Time
Required**

Fee Earner

**Matter
Number**

Colour

- As Original
- Black and White
- Maps and graphs only
- Highlighted text
- Other

Sides copied

- as original
- All duplex
- All single Sided
- Other

Finishing

- As original
- Stapled
- 2 Holes
- Clipped / rubber bands
- Wire Bind
- Plastic Comb Bind
- Other

Plan Printing

- Colour
- Black and White
- Fold Square
- Fold for Binding

Files Required

- None/Own supplied
- Black
- White
- Other

Pagination

- 1 to end of each file
- 1 to end of job
- Other

Scanning

- As Original
- Black and white
- E Mail scans
- Return Scans on disc

Print from file

- Double Sided
- Colour
- Black and white
- Separator sheets

Special Instructions

Return to: