
Copies Required	Date Required	Time Required	Fee Earner	Matter Number
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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:

Please complete and save this form. Email to: production@altlaw.co.uk