

Paper Discovery Order Form



Holo Rep:	Matter Reference:
Firm:	File Number:
Intake Date:	Number of CD Deliverables:
Delivery Date:	Number of Hard Copy Deliverables:

Duplication: <input type="checkbox"/> Copy All – As Originals <input type="checkbox"/> Copy All – Convert to Single Sided <input type="checkbox"/> Copy All – Convert to Double Sided <input type="checkbox"/> Copy Specified Only <input type="checkbox"/> Clone	Color Duplication: <input type="checkbox"/> Relevant Color Only <input type="checkbox"/> Color for Color <input type="checkbox"/> Highlights <input type="checkbox"/> Color Pages
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What to Copy/Scan: <input type="checkbox"/> Documents Only <input type="checkbox"/> File Folder Tabs <input type="checkbox"/> Binder Covers <input type="checkbox"/> Divider Tabs <input type="checkbox"/> Match Slip Sheets <input type="checkbox"/> Colored Paper as Originals <input type="checkbox"/> Post-it Notes <input type="checkbox"/> On the Page <input type="checkbox"/> Separately <input type="checkbox"/> Separately and On the Page Starting Bates Number:	Oversize <input type="checkbox"/> Size for Size <input type="checkbox"/> Reduce
	Printing <input type="checkbox"/> B/W <input type="checkbox"/> Color for Color <input type="checkbox"/> Insert Tabs <input type="checkbox"/> Insert Blank Slip Sheets <input type="checkbox"/> Insert Slip Sheets with Printed Filename
	Finishing <input type="checkbox"/> Three Hole Punch <input type="checkbox"/> Two Hole Punch <input type="checkbox"/> GBC <input type="checkbox"/> Spiral

Special Instructions: