



3011 Forest Avenue, Des Moines, IA 50311 • (515)288-6843 • orders@legaleaglesiowa.com

Firm: \_\_\_\_\_ Order Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Pick-up time: \_\_\_\_\_  
Originator: \_\_\_\_\_ Due Date: \_\_\_\_\_  
Phone: \_\_\_\_\_ Time Due: \_\_\_\_\_  
Email: \_\_\_\_\_  
Billing Reference: \_\_\_\_\_

### ***Please Circle Selections:***

#### **Copy** (print from hard copy originals)

**Number of copies:** \_\_\_\_\_

**Color:** All BW    Color for Color    Color only for photos/graphs    Color only specified documents

**Size:** All 8.5x11    Size for Size                      **Sides:** Match originals    All Single-sided    All Double-sided

**Oversize Documents:** Copy Same Size: Fold or Roll    Reduce to size: \_\_\_\_\_

**Include in copies:** Folder Labels    Sticky Notes    Tabs    Binder Covers

**Replace on originals:** Staples    Paper Clips    Binder Clips    Sticky Notes\*    Bindings

**Finishing on copies (match originals):** Staples    Paper Clips    Binder Clips    Tabs    Slip Sheets

**Hole Punching:** 3-hole    2-hole                      **Position:** Left    Top    Right    Bottom                      Custom (Please provide example)

*\*Sticky notes that are not replaced will be left on the back of the original.*

#### **Blowback** (print from digital files)

**Number of copies:** \_\_\_\_\_

**Color:** All BW    Color for Color    Color only for photos/graphs    Color only specified files/pages

**Size:** All 8.5x11    Size for Size                      **Sides:** Single-sided    Double-sided

**Oversize Documents:** Copy Same Size: Fold & Insert in Copies or Roll & Leave Separate

Reduce to size: \_\_\_\_\_

**Finishing for each file:** Slip Sheets    Staples/Clips (as size allows)    Cover Sheets with file name

    Tabs: Number    Letter    Custom \_\_\_\_\_

**Hole Punching:** 3-hole    2-hole                      **Position:** Left    Top    Right    Bottom                      Custom (Please provide example)

***Additional options on reverse.***

# Scanning

**Delivery:** Download link    CD/DVD    Flash Drive    Number of copies: \_\_\_\_\_

**Color:** Auto Detect    All BW    Color for Color^    Color only specified documents

**Oversize Documents:** Include in sequential order    Include as separate file    Do not include

**Include:** Folder Labels    Sticky Notes    Tabs    Binder Covers    Slip Sheets

**Replace on originals:** Staples    Paper Clips    Binder Clips    Sticky Notes\*    Bindings    Slip Sheets (unscanned)

**File Structure:** Single File    Maintain Structure\*\*    Custom\_\_\_\_\_

**PLEASE NOTE:** All files will be provided as PDF unless specifically requested otherwise.

^No additional charge, but will increase file sizes.

\*Sticky notes that are not replaced will be left on the back of the original.

\*\*Files will be organized in a logical and consistent manner. IE Numbered tabs in a binder: each tab will be a separate file named to match the tab and placed in a folder named to match the binder.

## Additional Services

**Endorse/Bates:** Start with #\_\_\_\_\_ Prefix\_\_\_\_\_ Suffix\_\_\_\_\_ Other \_\_\_\_\_

**OCR (Searchable PDF)**

**Binding:** GBC/Claw    Spiral    Thermal    **Cover Color:**\_\_\_\_\_

3-Ring Binders (white unless specified with advance notice)

**Ship/Deliver order to different address than pick-up location:** \_\_\_\_\_

**E-Discovery Preparation:** PDF    TIFF    Single Page    Multi Page    Summation    Concordance

**Mounting:** Foamcore    Coroplast    Finish Size\_\_\_\_\_

## Notes/Special Instructions:

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**INTERNAL USE ONLY:**