

# On-line Copy / Scanning Services Order Form

Designed to auto-calculate an estimate and send a request via e-mail. (Use TAB to move)

<p><b>STEP 1 – Primary Firm:</b> (Copy I)</p> <p>Firm Name:          Contact:          Contact #2:          Phone: <span style="float:right">x</span>          Address:          Address #2:          City: <span style="float:right">Zip:</span></p> <p><b>STEP 2 - Opposing Firm:</b> (Second Copy)</p> <p>Firm Name:          Contact:          Contact #2:          Phone: <span style="float:right">x</span>          Address:          Address #2:          City: <span style="float:right">Zip:</span></p> <p><b>STEP 3 – Additional Contact:</b> (select)                            Subpoenaed    Bill to    Copy three</p> <p>Name:          Contact:          Contact #2:          Phone: <span style="float:right">x</span>          Address:          Address #2:          City: <span style="float:right">Zip:</span></p>	<p><b>STEP 5 – Select Services:</b></p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:80%;">In-house Scanning Bi-tonal (up to 11x17)</td> <td style="width:20%; text-align: right;">Price: \$0.08</td> </tr> <tr> <td>On-site Scanning Bi-tonal (up to 8.5x14)</td> <td style="text-align: right;">\$0.17</td> </tr> </table> <p>(select options for each copy below)  <u>Copy I</u>   <u>II</u>   <u>III</u></p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:80%;">Color photos - 8.5x11 max</td> <td style="width:20%; text-align: right;">\$1.00</td> </tr> <tr> <td>Oversize Drawings</td> <td style="text-align: right;">\$<sup>Pend size</sup></td> </tr> <tr> <td>Electronic bates #'s</td> <td style="text-align: right;">\$0.01</td> </tr> <tr> <td>Laser printed copy</td> <td style="text-align: right;">\$0.07</td> </tr> <tr> <td>Searchable .PDF files</td> <td style="text-align: right;">\$0.03</td> </tr> <tr> <td>OCR to MS Word</td> <td style="text-align: right;">\$0.03</td> </tr> <tr> <td>CD-ROM with image files</td> <td style="text-align: right;">\$25.00</td> </tr> </table> <p>Copy 1 – Basic per page cost:          Copy 2 – Basic per page cost:          Copy 2 – Basic per page cost:          (Color, Oversized Docs and CD-R's not included in this cost)</p> <p><b>STEP 6 - Describe the Documents:</b></p> <p>Number of standard documents:          Number oversized docs (off-site only):          Number of photos (up to 8.5"x11")          Percentage of double-sided documents:          Staple frequency: 1 staple about every <span style="float:right">page</span>          General condition of documents:          Bates label start:          Do we copy? (select for Yes)                    Covers    Tab Sheets    Post-it Notes    Envelopes</p> <p><b>STEP 7 – Finishing:</b></p> <p>Originals:          Copies:          Special:          (Finishing is not included in the total estimate)</p> <p><b>STEP 8 - Bill to:</b></p> <table style="width:100%; border-collapse: collapse;"> <tr> <td style="width:50%;">All to primary firm</td> <td style="width:50%;">All to opposing firm</td> </tr> <tr> <td>To each as is</td> <td>To all equally</td> </tr> <tr> <td>Special (will contact with details)</td> <td></td> </tr> <tr> <td>Primary estimate w/tax:</td> <td></td> </tr> <tr> <td>Opposing estimate w/tax:</td> <td></td> </tr> <tr> <td>Copy three estimate w/tax:</td> <td></td> </tr> </table> <p>(This is only an estimate, final costs will be based on actual totals)</p> <p><b>STEP 9 - Save As or Print</b>          Save <u>As</u>... (a copy to your hard drive)          Or <u>Print</u> Page...(your copy)</p> <p><b>STEP 10 - Submit via e-mail:</b>          For document security each time this form is submitted all the data fields will be cleared. Please revert to your saved copy to re-use previous information.</p>	In-house Scanning Bi-tonal (up to 11x17)	Price: \$0.08	On-site Scanning Bi-tonal (up to 8.5x14)	\$0.17	Color photos - 8.5x11 max	\$1.00	Oversize Drawings	\$ <sup>Pend size</sup>	Electronic bates #'s	\$0.01	Laser printed copy	\$0.07	Searchable .PDF files	\$0.03	OCR to MS Word	\$0.03	CD-ROM with image files	\$25.00	All to primary firm	All to opposing firm	To each as is	To all equally	Special (will contact with details)		Primary estimate w/tax:		Opposing estimate w/tax:		Copy three estimate w/tax:	
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<p><b>STEP 4 - About the Case:</b></p> <p>Case Name:          Copy Location:          (\$30 setup fee is charged for each off-site location)                    Off-site Locations (if in house select 0)                    Use Primary address above                    Use Opposing address above                    Use Additional Contact address above                    Use other address(s) (will contact)</p> <p>Requested copy date(s): After <span style="float:right">                  &amp; before</span>          (Not all dates are available we will contact to schedule)</p> <p>Any special circumstances please explain in your e-mail.</p>																															