



BRISBANE
Level 2, 171 Elizabeth Street, Brisbane, QLD 4000
Call: 07 3020 2777 Fax 07 3220 1244

SYDNEY
12-14 O'Connell Street, Sydney, NSW 2000
CALL 02 9216 4400 FAX 02 9223 7333

www.confidentialdocs.com.au
brisbane@confidentialdocs.com.au
sydney@confidentialdocs.com.au

CLIENT INFORMATION **MATTER NAME/NUMBER**

Firm	<input type="text"/>	Contact	<input type="text"/>
Phone	<input type="text"/>	Mobile	<input type="text"/>
Address	<input type="text"/>	Email	<input type="text"/>

DELIVERY INFORMATION

Date of Order **Date Required** **Time Required**

Special delivery instructions:

NB: For email orders placed before 8am or after 6pm, or on weekends, please call CDS to confirm receipt of instructions

JOB DETAILS

Material Submitted Boxes Folders Bundles CDs DVDs USBs
(Please enter quantity)

Number of Copies Required

GENERAL COPYING & PRINTING

COPYING

<input type="checkbox"/> Copy exactly as originals	<input type="checkbox"/> Copy all	<input type="checkbox"/> Copy tagged pages/documents only
<input type="checkbox"/> Colour/B&W as originals	<input type="checkbox"/> Black and white copying only	
<input type="checkbox"/> Single sided	<input type="checkbox"/> Double sided	
<input type="checkbox"/> No drilling	<input type="checkbox"/> 2 holes drilled	<input type="checkbox"/> 3 holes <input type="checkbox"/> 4 Holes
<input type="checkbox"/> Staples/clips as originals	<input type="checkbox"/> No staples/clips	

PRINTING

<input type="checkbox"/> Colour/B&W as originals	<input type="checkbox"/> Black and white printing only	
<input type="checkbox"/> Print to A4	<input type="checkbox"/> Print to A3	<input type="checkbox"/> A2 <input type="checkbox"/> A1 <input type="checkbox"/> AO
<input type="checkbox"/> Single Sided	<input type="checkbox"/> Double sided	
<input type="checkbox"/> No drilling	<input type="checkbox"/> 2 Holes	<input type="checkbox"/> 3 Holes <input type="checkbox"/> 4 Holes
<input type="checkbox"/> No staples	<input type="checkbox"/> Staples/clips required	

FINISHING

<input type="checkbox"/> Insert into lever arch binder	<input type="checkbox"/> Comb bind	<input type="checkbox"/> Wire bind <input type="checkbox"/> Velo bind
<input type="checkbox"/> Unbound	<input type="checkbox"/> No dividers	<input type="checkbox"/> Custom <input type="text" value="Specify:"/>
<input type="checkbox"/> Dividers as original		

PLANS

<input type="checkbox"/> Black and white	<input type="checkbox"/> Colour	
<input type="checkbox"/> Reduce to A3	<input type="checkbox"/> Reduce to A4	
<input type="checkbox"/> Rolled	<input type="checkbox"/> Folded A4	<input type="checkbox"/> Folded A4 with margin

SPECIAL INSTRUCTIONS

PAGINATION

- Originals only Copies only Originals and Copies
 Physical Electronic

Instructions:

Please detail specific instructions (inc. position on page):

COLLATION

- Custom
- Please specify:

SCANNING

- All as original Black and white only Colour as original

File Type

- PDF TIFF JPEG

Image Size

- 100% A4 A3 A2 A1 AO

Resolution

- 150 DPI - Recommended for Colour 200 DPI - Recommended for Black and White

Output

- CD/DVD as appropriate Email

File Renaming

- Automatic Sequential Number Manual
 Custom

Please Specify

Finishing

- Single Page Multi-page
 OCR with text recognition only OCR with correction/formatting

MEDIA DUPLICATION**Original Media**

- CD DVD VHS Audio Cassette

Output Media

- CD DVD VHS Audio Cassette

ADMINISTRATION USE ONLY

CDS REFERENCE NUMBER _____ INVOICE NUMBER _____

COLLECTION**DELIVERY**

DATE	TIME	DATE	TIME
PERSON		PERSON	
SIGNATURE		SIGNATURE	

DELIVERY CONFIRMATION:

NAME _____ SIGNATURE _____