

CDS Order Form

Client Instructions - Brief



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 (for orders placed before 8am or after 6pm, or on weekends, please call CDS to confirm instructions)

Date of Order Date Required Time Required

Special delivery instructions:

BRIEF DETAILS (please enter quantity)

Material Submitted Folders Files Bundles CDs/DVDs USBs Other

Number of Copies Required

Index to be hyperlinked to multi-page text searchable PDFs *(tick)*

BRIEF INSTRUCTIONS

- Brief collated and indexed as per original**
 Brief will be scanned and collated identical to original folder(s). Paginating will commence at 001 and continue to the end of the folder(s). Index will be prepared by CDS.
- Brief collated and indexed chronologically as per original**
 Brief will be indexed and imaged in chronological order (earliest to latest). Paginating will commence at 001 and continue to the end of the folder(s). Index will be prepared by CDS.
- Brief collated and indexed chronologically within individual sections**
 Brief will be imaged according to tags identified (please complete section and tagging details in table). Documents will be arranged in chronological order and paginated within a section. Each section will recommence at 001.

<i>Eg: Section A</i>	<i>Court Documents</i>	<i>Tagged with red tag</i>
<i>Eg: Section B</i>	<i>Correspondence</i>	<i>Tagged with green tag</i>
- Brief paginated as per index provided**
 Brief will be imaged and paginated according to index provided. Index will be updated reflecting page and/or section numbers.

Further specific instructions

- Remove duplicate documents
- Index will be provided electronically
- Prepare spines and coversheets

Senior Counsel's details are:

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Junior Counsel's details are:

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PAGINATION

- Originals only Copies only Originals and copies
- Manual - using paginator and padded (ie. 001)
- Manual - affixing labels
- Electronic

NUMBERING

- Bottom right hand corner
- Top right hand corner
- Number every page of a document
- Only first page of a document

OTHER

Please detail specific instructions:

ADMINISTRATION USE ONLY

CDS REFERENCE NUMBER _____ INVOICE NUMBER _____

COLLECTION

DELIVERY

DATE	TIME	DATE	TIME
PERSON		PERSON	
SIGNATURE		SIGNATURE	

DELIVERY CONFIRMATION:

NAME _____ SIGNATURE _____