



**Toll Free: 1-844-951-0992**

**[www.legalXpressOnline.com](http://www.legalXpressOnline.com)**

**Customer Name:**

Today's Date: \_\_\_\_\_ Time: \_\_\_\_\_ ☐ am ☐ pm

Address:

Due Date: \_\_\_\_\_ Time: ☐ am ☐ pm

**Contact:**

***File/Billing Reference:***

Telephone: \_\_\_\_\_ Ext. \_\_\_\_\_

No. of Orig.: Set(s) Requested:

## Copying

## Digital Printing

## Scanning

- ☐ Same as Originals / Size for Size
- ☐ Color For Color
- ☐ 2-Sided to 2-Sided
- ☐ Size for Size
- ☐ Convert 1-Sided to 2-Sided
- ☐ Convert 2-Sided to 1-Sided
- ☐ Copy only Tagged Originals
- ☐ Copy only Clipped Originals
- ☐ Copy Tabs      ☐ Insert Tabs
- ☐ Custom Tabs\*See Special Instruction

- ☐ Staple Each File Separately
- ☐ Paperclip Each File Separately
- ☐ Rubber Band Each File Separately
- ☐ Color for Color
- ☐ Insert Slip Sheets
- ☐ Insert Tabs
- ☐ Custom Tabs\*See Special Instruction

- ☐ Multiple Files to Correspond w/Orig.  
or
- ☐ Multiple Originals to One File
- ☐ To CD/DVD
- ☐ To Flash Drives
- ☐ Color for Color

## Stapling

## Clipping

## Rubber Band

## Binding

- ☐ As Originals  
☐ None  
☐ Other

- ☐ As Originals  
☐ None  
☐ Other

- ☐ As Originals  
☐ None  
☐ Other

<b>VELO Binding</b>	<input type="checkbox"/> Originals	<input type="checkbox"/> Copies
<b>ACCO Binding</b>	<input type="checkbox"/> Originals	<input type="checkbox"/> Copies
<b>GBC Binding</b>	<input type="checkbox"/> Originals	<input type="checkbox"/> Copies
<b>3 Hole Punching Side</b>	<input type="checkbox"/> Originals	<input type="checkbox"/> Copies
<b>2 Hole Punching Top</b>	<input type="checkbox"/> Originals	<input type="checkbox"/> Copies

## CD/DVD/Flash Drive

## X-Rays

## Bates Label

- ☐ Duplicate      ☐ Print Contents
- What info do you want on your CD/DVD label?
- Please write in \*Special Instruction(s) field.

- ☐ Film to Film  
☐ Films to Disc  
☐ Disc to Films  
☐ or \*See Special Instruction

- ☐ Originals   ☐ Copies  
Starting Number \_\_\_\_\_  
Prefix Before Number \_\_\_\_\_  
☐ Remove Bates Stamps from Originals

## Exhibit Enlargements

## Video Depositions

## Elmo Rental

- ☐ 20"x32"      ☐ 24"x36"  
☐ 32"x40"      ☐ 36"x48"  
☐ or \*See Special Instruction

Date/Time \_\_\_\_\_  
Location \_\_\_\_\_  
Witness \_\_\_\_\_

*Please contact our specialist:*

Yesenia (714) 376-9804  
legalxvideodepo@yahoo.com

- ☐ Digital Presenter/Elmo  
☐ Projector  
☐ Screen  
☐ Laptop  
☐ Wireless Speaker  
 Date/Time \_\_\_\_\_  
 Location \_\_\_\_\_

**\*Special Instruction(s)**