



Scottish Legal Aid Board

Photocopying Service Request Form

(Detailed accounts only)

Firm name and address (where papers are to be returned):	
Contact name:	
Contact number:	
Assisted person:	
LA reference:	

Standard black and white A4 (1000 to 50,000 sheets in total)

Number of sets of copies required:	
Total approximate sheetage:	
tick as required	
Double-sided	
Stapled	
2 hole-punch	
4 hole-punch	

Other copying requirements <i>e.g. non-standard - A4 size paper, colour paper.</i>	
Solicitors signature.....	Date.....

We will try to return all standard copying requests within 5 working days of receipt. If you require non-standard copying this may affect the turnaround time. If you wish to discuss an earlier turn-around time or any other particular requirements, please contact us before sending items for copying.

Iain Baptie	(0131) 240 2059	e-mail: baptieia@slab.org.uk
Ross Marriott	(0131) 240 1976	e-mail: marriottro@slab.org.uk
Iain Shaw	(0131) 240 2087	e-mail: shawia@slab.org.uk
Alan Spence	(0131) 240 1921	e-mail: spenceal@slab.org.uk

PLEASE SEND DOCUMENTS WITH THIS COVERING FORM TO SCOTTISH LEGAL AID BOARD, 44 DRUMSHEUGH GARDENS, EDINBURGH, EH3 7SW, DX ED555250 EDINBURGH 30, LEGAL POST LP2 EDINBURGH 7.