



# Photocopying Service Request Form

Detailed accounts only where the copying is over 10,000 sheets in total

<b>Firm name and address (where papers are to be returned):</b>	
<b>Contact name:</b>	
<b>Contact number:</b>	

<b>Assisted person:</b>	
<b>LA reference:</b>	

Standard black and white A4 only.

<b>Number of sets of copies required:</b>	
<b>Total approximate sheetage</b>	
<b>tick as required</b>	
<b>Double-sided</b>	<input type="checkbox"/>
<b>Stapled</b>	<input type="checkbox"/>
<b>2 hole-punch</b>	<input type="checkbox"/>
<b>4 hole-punch</b>	<input type="checkbox"/>

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

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.

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Please send documents with this covering form to:

- Scottish Legal Aid Board, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE
- DX: ED555250 EDINBURGH 30