



Photocopying Service Request Form

Detailed accounts only where the copying is over 10,000 sheets in total. You cannot submit any copying request where your solemn account is chargeable under Schedule 1A, Part 2.

Firm name and address (where papers are to be returned):	
Contact name:	
Contact number:	

Assisted person:	
LA reference:	

Standard black and white A4 only.

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

Other copying requirements <i>e.g. non-standard - A4 size paper, colour paper.</i>	
Solicitor's Signature	Date

We will try to return all standard copying requests within five working days of receipt. If you require non-standard copying this may affect the turnaround time. If you wish to discuss an earlier turnaround 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
Terry McEwan (0131) 240 1932	e-mail: mcewante@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, Thistle House, 91 Haymarket Terrace, Edinburgh, EH12 5HE
- DX: ED555250 EDINBURGH 30