



Photocopying Service Request Form

Detailed accounts only where requests made on or after 31 October 2013, where the copying is over 10,000 sheets in total

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 *e.g. non-standard - A4 size paper, colour paper.*

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
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
- LEGAL POST: LP2 EDINBURGH 7