

# EXHIBIT TABS REQUEST

( ) Retainer ( ) Non-Retainer



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CLIENT INFORMATION	
Customer Number	Date
Firm Name	
Firm Address	
City/State/Zip	
Attorney Name	
Attorney Bar Number	
Contact Name	File Number
Telephone	
Fax	

BOTTOM EXHIBIT TABS	SIDE EXHIBIT TABS
( ) Exhibit A-Z	( ) Exhibit A-Z
( ) Exhibit 1-100	( ) Exhibit 1-100
( ) Schedule A-Z	( ) Schedule A-Z
( ) Numbers 1-100	( ) Numbers 1-100
( ) Letters A-Z	( ) Letters A-Z
( ) Blank Tabs	( ) Blank Tabs

QUANTITY ORDERED	# OF SHEETS	PRICE PER SHEET	TOTAL COST
( ) 1-99		\$0.25	
( ) 100-399		\$0.24	
( ) 400-599		\$0.23	
( ) 600-999		\$0.22	
( ) 1,000-1,999		\$0.21	
( ) 2,000-4,999		\$0.10	
( ) Over 5,000		Call A-United	

TYPE OF SERVICE	SPECIAL INSTRUCTIONS
( ) On Demand (Extra charges will apply)	
( ) Rush (Extra charges will apply)	
( ) Regular	

FOR A-UNITED USE ONLY	
Date Received	Exhibit Tab Fee \$
Date Sent Out	Additional Charges \$
	Shipping and Handling \$
	Tax \$
	Other Fees: \$
Spoke with _____ at Firm	Total \$
Notes:	Invoice Number

**TERMS**

This form must be attached when submitting a request to A-United. It is the customer's responsibility to prepare a new request form and attach it to their assignments accordingly. By submitting this request, you agree to our terms and conditions, which have been outlined in your client contract.