



4200 23<sup>rd</sup> Ave. W, Ste 100  
 Seattle, WA 98109  
 P: 206.285.6322  
 F: 800.238.7307

## REQUEST ORDER FORM

### Shipping Information

Attorney		Phone	
Paralegal		Fax	
Firm			
Address			

### Billing Information (if applicable)

Contact	
Address	

### Patient Information

Patient		SSN		DOB	
Case Name					
Case #					
Other					

Expedited Return

Standard Return

### Records Requested:

- Medical
- Billing
- Film List
- X-Ray

- Employment
- Payroll
- Scholastic

- IRS
- L&I
- SSA

### Processing Instructions:

- Bates Numbering
- Laser Bates
- Custom Bates

- Side 3 Hole Punch
- Side 2 Hole Punch
- Top 2 Hole Punch

- Side Tabs
- Bottom Tabs

- Scanning
- OCR

