

Edmonton Phone: 780-422-2342
Calgary Phone: 403-297-6148

Order No: (Internal Use Only) _____

Date: _____ **Time:** _____ **Client File:** _____

Name: _____ **Required By:** _____ **Time:** _____

Law Firm: _____ **Library Acct:** _____

Address: _____

Note: If you do not hold a Library Card, we will issue one if you are a member of the legal profession (judiciary, lawyer or articling student) or a library.

Telephone: _____

Delivery By:

E-Mail: _____

- Pick Up
 Mail Out E-Mail

Sources: Print or electronic Print only

Options: Two pages per page Enlarged to one page

Cover page & verso Other _____

Purpose of use (re Copyright):

- Court, tribunal or government proceedings Research, review, criticism or private study

ITEMS REQUESTED (PLEASE PRINT)

1	_____
2	_____
3	_____
4	_____
5	_____

Each order is limited to **5 items** and is subject to a **\$5.00** service charge plus **\$0.50 per page**.

Print Form

Submit to Calgary

Submit to Edmonton

Office use only:

No. of Pages	Cost per Page	Sub-Total	Service Charge	TOTAL COST
	\$0.50		\$5.00	

- Billed to account **PAID** (Deducted from photocopy card)

Previous Credit	Less Total Cost	Current Credit
-----------------	-----------------	----------------

Payment can be made by credit, debit or e-transfer by contacting your local library.

Comments: _____

Completed by: _____ **Date:** _____ **Telephone:** _____