The release of all USBs from the Service Centre must be recorded.

There are 2 types of general use USBs to choose from : 1) Non-branded; 2) Standard

Allens USB card.

**The following information is required and must be submitted to the Service Centre either by email or in person.**

* **Service Centre Brisbane**
* **Service Centre Melbourne**
* **Service Centre Perth**
* **Service Centre Sydney**
1. Non-Branded USB

Notes:

* For internal use only
* Non-branded
* Size options: 8GB / 16 GB / 32 GB

|  |  |  |
| --- | --- | --- |
| **No** | **Production question** | **Response** |
| 1. | Date |  |
| 2. | Staff code (Person requesting USB) |  |
| 3. | Reason for office use  |  |
| 4. | Department |  |
| 5. | Size required (8 / 16 / 32 GB)  |  |
| 6. | Number of Non-Branded USBs required  |  |

At the end of each week, a copy of completed release forms must be sent to **Business Operations** (Julie Moore, cc Lisa Watt). Originals to remain in the Service Centre 'USB Release' folder.

1. Standard Allens USB cards order

Notes:

* For external use for 'regular' transaction bibles, court documents etc.
* Allens branded
* Size options: 8GB / 16 GB
* Use Dymo to print text such as Project name and date. **Note:** **In labelling the USB, ensure that no confidential information is disclosed and use the Project name (unless the project has been publicly disclosed).**
* Costs of USBs cannot be charged to the client.

|  |  |  |
| --- | --- | --- |
| **No** | **Production question** | **Response** |
| 1 | Date |  |
| 2 | Matter No. |  |
| 2 | Reason for use eg Transaction Bible |  |
| 3 | Staff code (Person requesting USB) |  |
| 4 | Name of Authorising Partner\*\*Note: Has Client permission been obtained to produce USBs containing the information? (NB. Some clients eg banks are concerned about the use of USBs containing confidential information and do not want transaction bibles to be produced on a USB). |  |
| 6 | Size required (8 / 16 GB)  |  |
| 7 | Number of Standard Allens USBs required |  |

OFFICE USE ONLY

USB Production Costs (excluding gst) as at 13 November 2017:

|  |  |  |
| --- | --- | --- |
| **Size** | **Non-Branded USB** | **Standard USB** |
| 8gb | $6.72 | $9.50 |
| 16gb | $7.81 | $10.95 |
| 32gb | $13.95 | Not supplied |