

JOTA2®

Client How to Guide

Need help?

Contact your Local Bureau: 1300 548 787

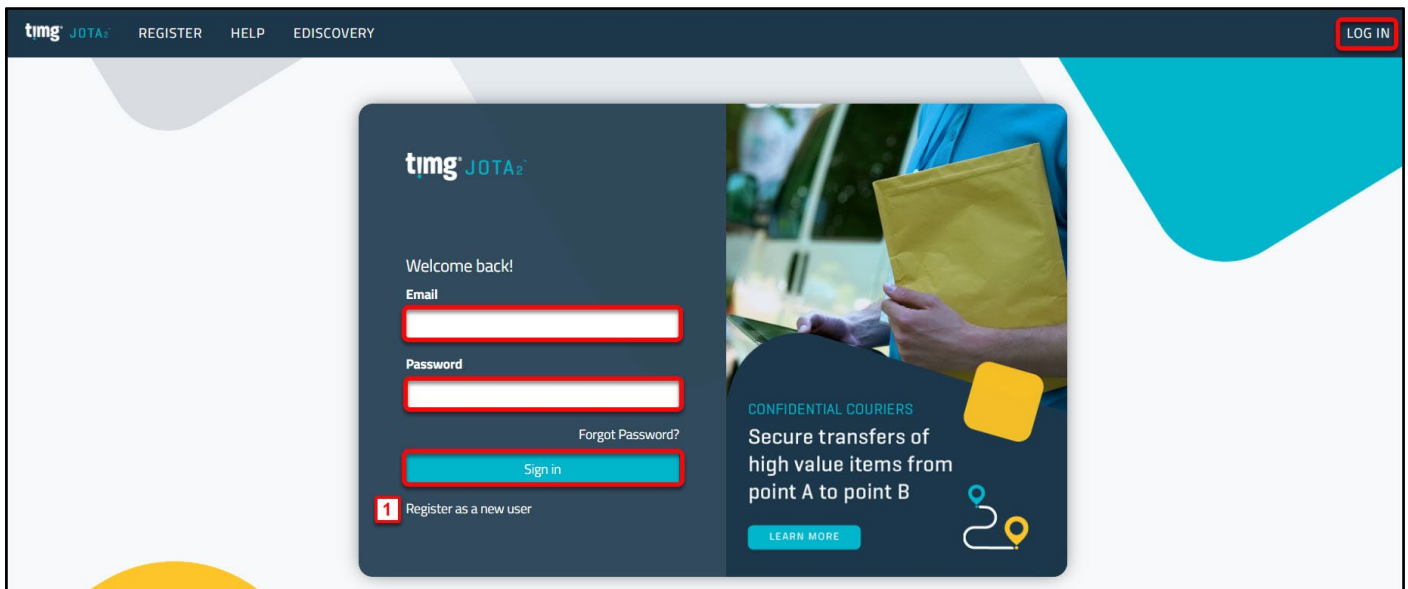
timg®

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Accessing JOTA2®

- Go to: <https://jota2.timg.com/>
NB: JOTA2® works best with Chrome but is compatible with all web browsers, including Internet Explorer 11 or greater.
- **Log In** → Enter your Email Address and Password → **Sign In**

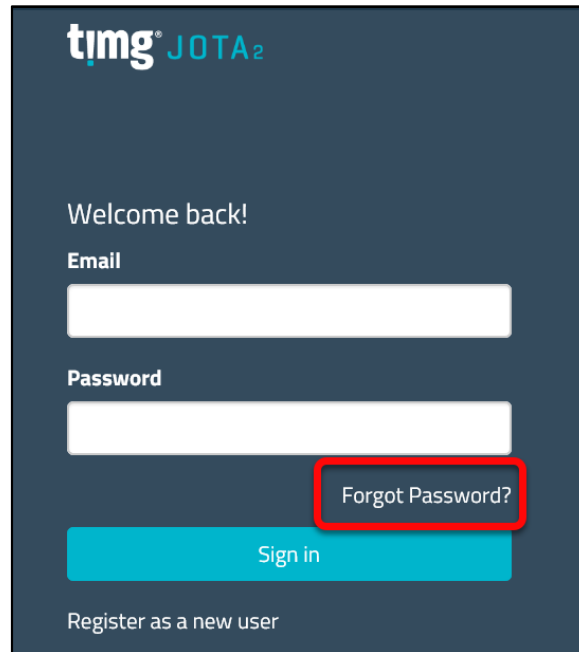
A screenshot of the JOTA2 login page. The page has a dark blue header with the 'timg JOTA2' logo on the left and a 'LOG IN' button on the right. Below the header, there's a main content area with a dark blue background. On the left, there's a login form with the text 'Welcome back!' followed by 'Email' and 'Password' labels. Each label is followed by a white input field with a red border. Below the password field is a 'Forgot Password?' link. A blue 'Sign in' button is below the password field. At the bottom left of the form is a red square with the number '1' and the text 'Register as a new user'. On the right side of the form, there's a vertical image of a person in a blue uniform holding a yellow envelope. To the right of the image, the text 'CONFIDENTIAL COURIERS' is above 'Secure transfers of high value items from point A to point B'. Below this text is a blue 'LEARN MORE' button and a yellow location pin icon.

1. If you are new to JOTA2® please **Register as a new user**. Your registration will be sent to a Bureau Manager for approval. Once approved you will receive an email to create your JOTA2® password and then your JOTA2® account will be active for you to login and use.

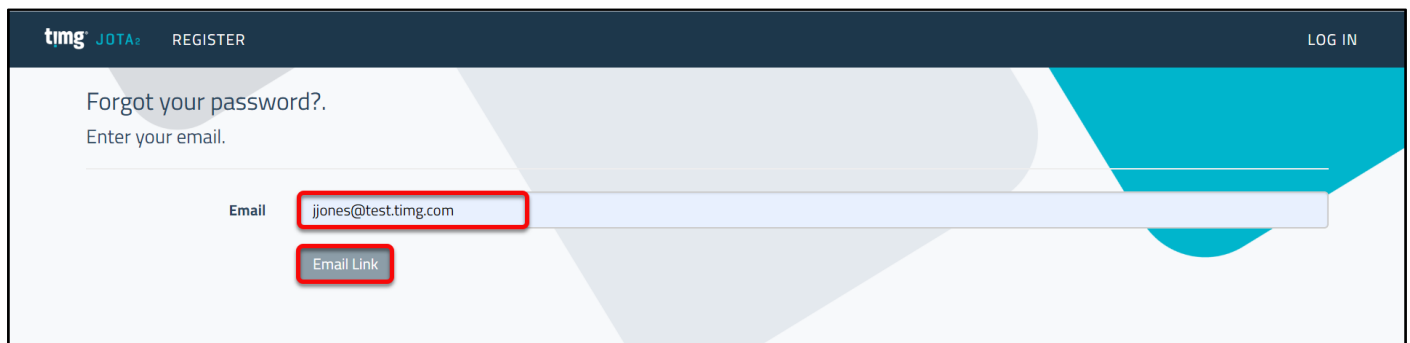
Forgot Password?

The **Forgot Password?** link can be used to reset your password if it's ever forgotten.

- Select **Forgot Password?**



- Enter your email address → **Email Link**



- If the email address is active, a password email link will be sent to you to reset your JOTA2® password.

Dashboard

Once logged into JOTA2® you will see the **DASHBOARD** screen showing:

1. **CREATE JOB:** menu item to create new jobs and duplicate jobs.
2. **Drafts:** to access saved drafts, jobs you started to create but haven't submitted.
3. **Favourites:** to access jobs marked as favourites using the heart icon.
4. **History:** to access submitted jobs.
5. **Search:** use job details to find a job.
6. **INVOICES:** menu item to access invoices and credit notes.
7. **HELP:** menu item to access the JOTA2® webpage with training resources to help you use JOTA2®.
8. **Account Settings:** to access your JOTA2® account settings and change your password or manage your buddies.
9. **LOG OFF:** to exit JOTA2®

The screenshot displays the JOTA2® Dashboard interface. At the top, a dark blue navigation bar contains the 'timg JOTA2' logo, menu items 'CREATE JOB', 'INVOICES', and 'HELP', and a user profile section showing 'HELLO PATRICK MCCOY!' and a 'LOG OFF' button. Below the navigation bar, the main content area is titled 'DASHBOARD' and 'My Jobs'. A horizontal filter bar shows 'Drafts' (44), 'Favourites' (5), 'History' (14), and a 'Search' icon. The main area displays a grid of job cards. Each card includes a printer icon, a job number, a title, a reference, a description, an estimated delivery time, and a status indicator. The jobs shown are: #451 (Print, Logged), #441 (Print, Delivered), #443 (Print, Completed), #449 (Print, Being Processed), #448 (Scan, Completed), #447 (Print, Scoped), #446 (Print, Logged), and #436 (Copy, Collected). A 'Show more' button is located at the bottom left of the job grid.

1. CREATE JOB

2. Drafts

3. Favourites

4. History

5. Search

6. INVOICES

7. HELP

8. HELLO PATRICK MCCOY! LOG OFF

DASHBOARD

My Jobs

Print #451

General Printing

Reference: [Unknown]

Shale Law Sydney - Conveyancing

Patrick McCoy

Preferred Delivery 15:45, 10/11...

Logged

Print #441

General Printing

Reference: [Unknown]

Shale Law Sydney - Conveyancing

Patrick McCoy

Estimated Delivery 09:15, 28/11...

Delivered

Print #443

General Printing

Reference: [Unknown]

Shale Law Sydney - Conveyancing

Patrick McCoy

Estimated Delivery 12:15, 03/11...

Completed

Print #449

General Printing

Reference: [Unknown]

Shale Law Sydney - Conveyancing

Patrick McCoy

Estimated Delivery 16:30, 09/11...

Being Processed

Scan #448

Scanning Services

Reference: [Unknown]

Shale Law Sydney - Conveyancing

Patrick McCoy

Estimated Delivery 16:15, 13/11...

Completed

Print #447

General Printing

Reference: [Unknown]

Shale Law Sydney - Conveyancing

Patrick McCoy

Estimated Delivery 16:15, 13/11...

Scoped

Print #446

General Printing

Reference: [Unknown]

Shale Law Sydney - Conveyancing

Patrick McCoy

Preferred Delivery 15:15, 03/11...

Logged

Copy #436

General Copying

Reference: [Unknown]

Shale Law Sydney - Conveyancing

Patrick McCoy

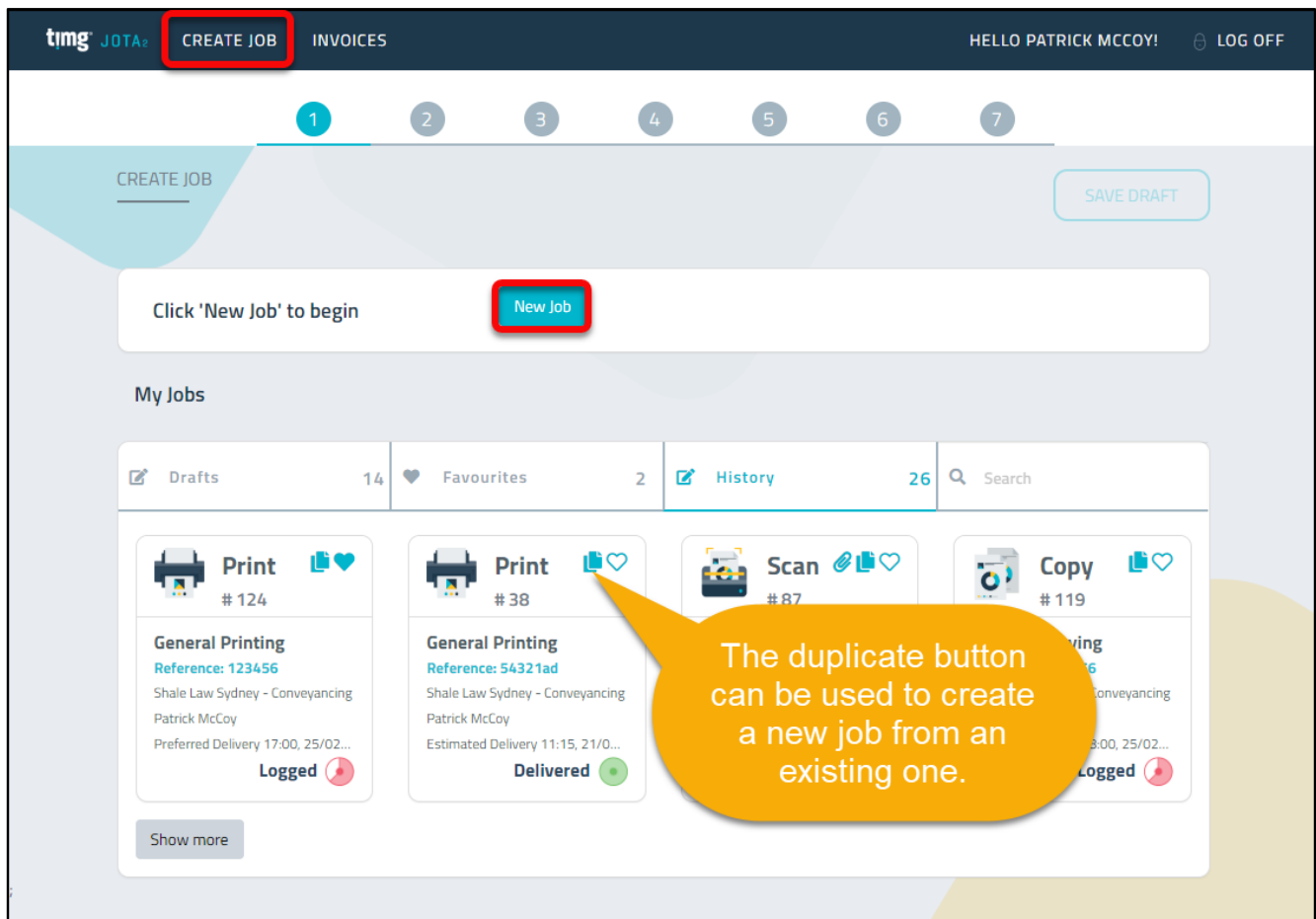
Preferred Delivery 15:45, 28/10...

Collected

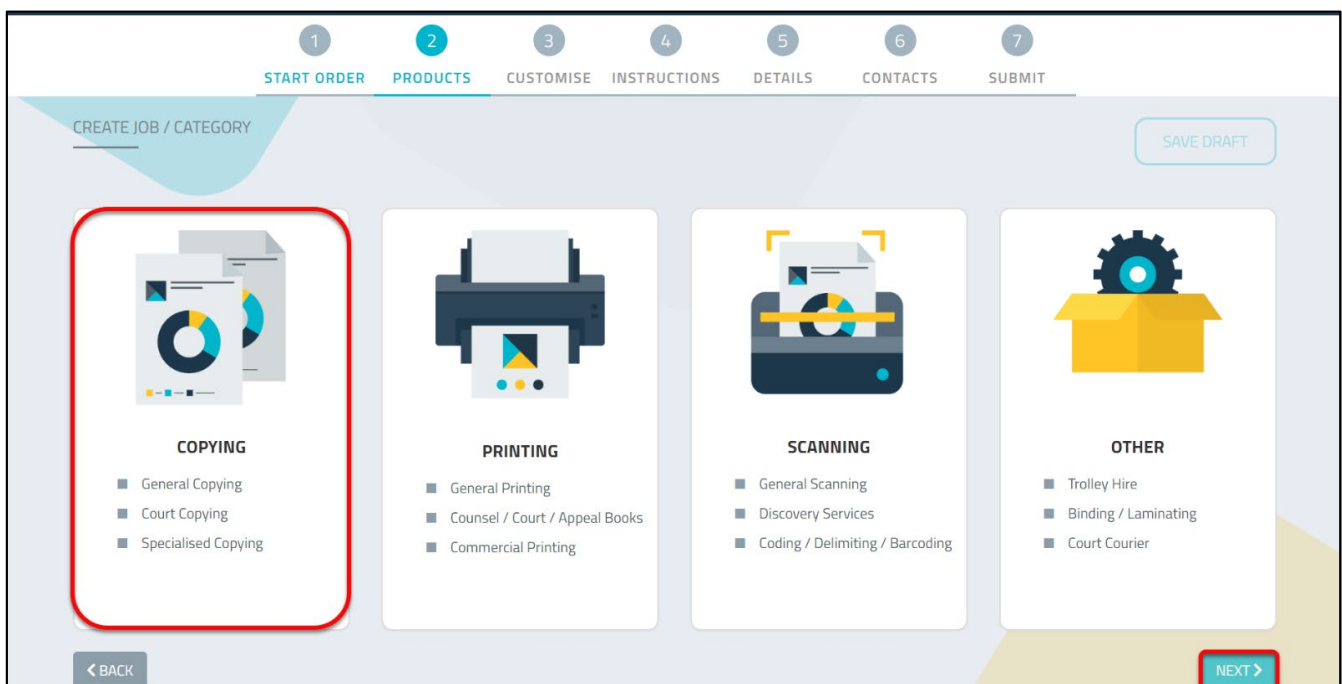
Show more

Create Job

- **Step1: CREATE JOB → New Job**



- **Step 2: Select Product → NEXT**



- **Step 3:** Based on the Product selected, there will be different options available:
 - + To select the option
 - To remove the option
- Select all required options or leave blank if none are required → **NEXT**

1 2 3 4 5 6 7
START ORDER PRODUCTS CUSTOMISE INSTRUCTIONS DETAILS CONTACTS SUBMIT

CREATE COPYING JOB / OPTIONS

SAVE DRAFT

Please select Copying options below

AVAILABLE	SELECTED
Court Copying +	Tagged Copying -
	Paginated Copying -

< BACK

NEXT >

- **Step 4:** There are 2 ordering instruction options:
 - **GUIDE QUESTIONS** is the recommended option with questions prompting the required information to be entered.
 - **MANUAL ENTRY** enables instructions to be copied and pasted. This is particularly useful if you have been emailed the job instructions.
- Choose an ordering option → **NEXT**

1 2 3 4 5 6 7
START ORDER PRODUCTS CUSTOMISE INSTRUCTIONS DETAILS CONTACTS SUBMIT

CREATE PRINTING JOB / INSTRUCTIONS

SAVE DRAFT

Please choose an ordering option below:

Q A

GUIDED QUESTIONS

Recommended option of ordering. Easy questions that allows quick processing and fast turnaround.

MANUAL ENTRY

Know exactly what you want? Then choose this option and you can type or paste the instruction.

< BACK

NEXT >

- **Step 5:** The guide questions will vary depending on the product and options selected.
 - **CUSTOMISE** will display the list of options available for this order enabling each option to be added or removed.
- Enter all required details

1 START ORDER 2 PRODUCTS 3 CUSTOMISE 4 INSTRUCTIONS 5 DETAILS 6 CONTACTS 7 SUBMIT

CREATE COPYING JOB / DETAILS

Before we gather the specific details of your Copying job, please customise as required

Number of Items (enter one or more) See an example [here](#)

Folders: 2 Bundles: Other: Manila Files: Plans: Boxes: 1 Discs:

Number of Copies

Copies Required: 10

Paginated Copying Remove

Paginate:

☒ Copies Only ☐ Originals

Position of label on page:

☐ Top Left ☐ Top Centre ☐ Top Right ☒ Bottom Left ☐ Bottom Centre ☐ Bottom Right

Number sequence:

☒ Continuously across folders ☐ Start each folder from 1

Format of number:

☒ 1, 2, 3, ... ☐ 001, 002, 003, ... ☐ PREFIX-001, PREFIX-002, PREFIX-003, ... ☐ Specify other:

Matter/Reference Number:

Ref#123456

Billing Description:

BillCode123456

Special Instructions:

Please replace the tags after copying

← BACK NEXT →

Matter/Reference Number is mandatory for some Clients.

Billing Description appears on the invoice and is mandatory for some Clients.

Special Instructions is optional and can be used for special instructions or additional details.

- Select **NEXT**

- **Step 6:** By default, you will appear as the person responsible for all processing and communications.
Other contacts can be added, and you can remove yourself from all except Logged By.
NB: There must be at least 1 contact for each responsibility.
- **ADD NEW CONTACT**

LOG COPYING JOB > CONTACTS

SAVE DRAFT

ADD EXISTING CONTACT

ADD NEW CONTACT

Job Contacts

Operator + [edit icon]

Operator MW

Responsibilities for Processing and Communications

Drag and drop contact from above to relevant responsibility

Logged By	Pickup	Technical Questions	Status Updates	Delivery	Invoice
Operator MW	Operator MW x	Operator MW x	Operator MW x	Operator MW x	Operator MW x

BACK NEXT

- Enter the new contact's details → **Add Contact**
NB: Address isn't mandatory but please include it for Pickup and Delivery Contacts.

Add Job Contact

First Name	Donald	Address 1	
Last Name	Scrooge	Address 2	
Position Title	Finance Manager	City/Suburb	
Business Hours Telephone	0212345678	State	
After Hours Telephone	0212345678	Post Code	
		Country	
		Email	finance@shalelaw.com

Add Contact Cancel

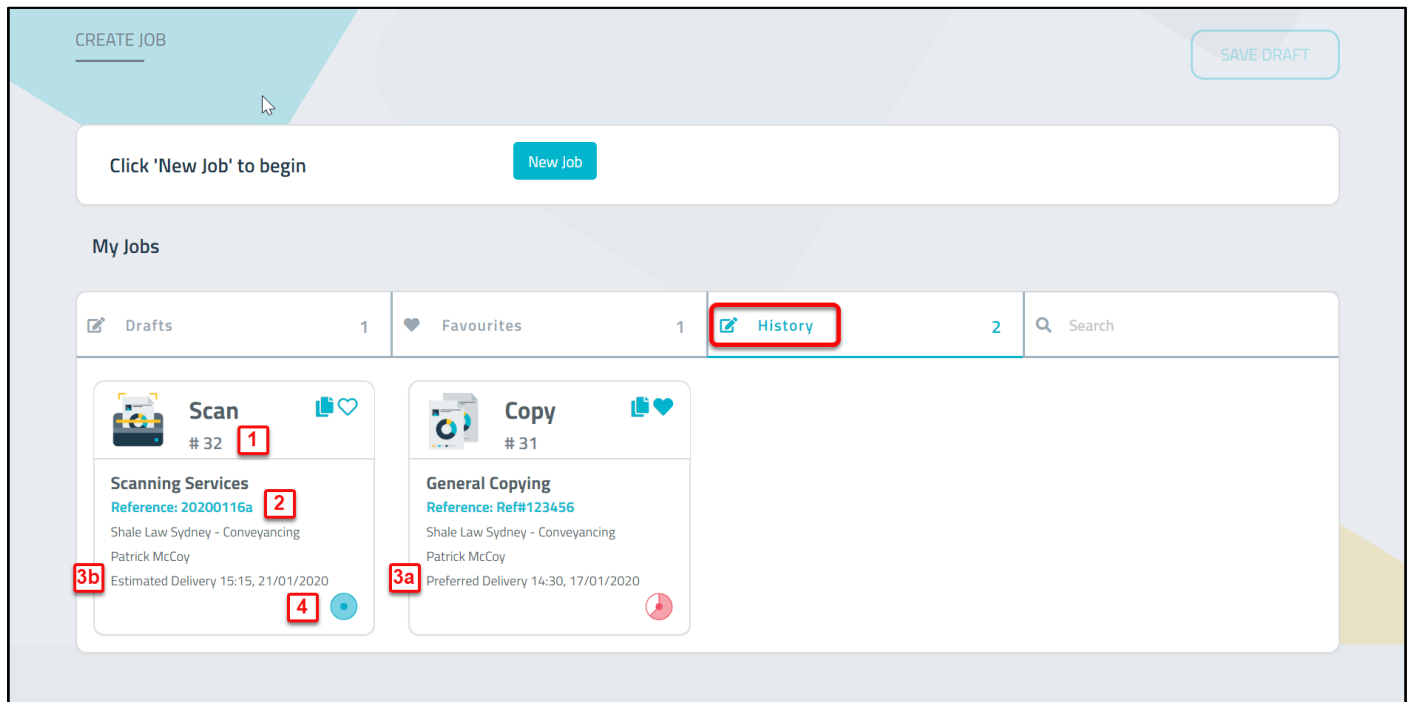
- Select the responsibilities for the new contact using the + or by dragging and dropping → **NEXT**

- **Step 7:** Enter if a Quote is required, Delivery Timing and Preferred Delivery Time → **CREATE JOB**
 - **Flexible** means your Preferred Delivery Time can be altered by a day or more.
 - **Limited Flexibility** means your Preferred Delivery Time can be altered by hours.
 - **Urgent** means you do not want your Preferred Delivery Time to be changed.

Your job has been submitted, use **Job History** to access the job and view its progress.

Job History

Job History can be accessed from the **Dashboard** and **Create Job** screens.



Each job summary will display the following details:

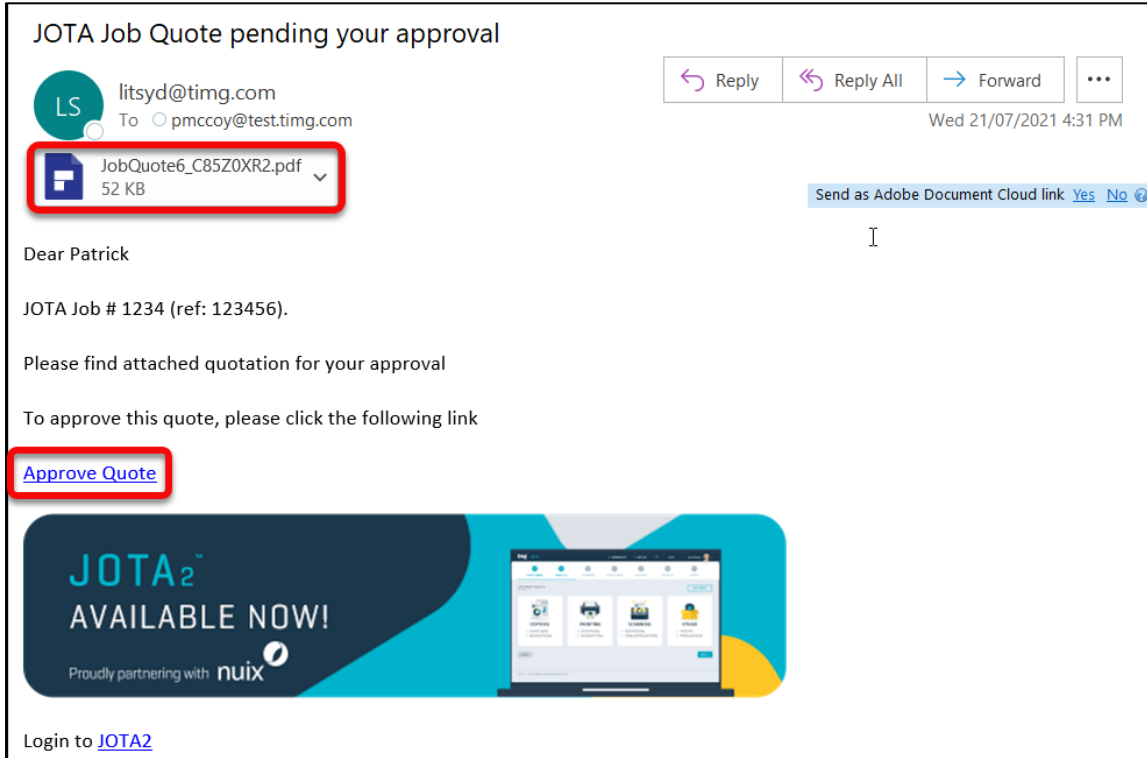
1. **Job ID number:** Each job is assigned a unique job ID number. Please quote this number when speaking to TIMG staff.
2. **Reference Number:** Is the matter/reference number you entered when you created the job.
3. A) **Preferred Delivery** is your nominated preferred delivery time and will show after you first submitted the job.
B) **Estimated Delivery** will display after TIMG staff have accepted and scoped the job.
4. **Status:** Hover your mouse over the circle icon to see the current status of your job.

Click on a job to see its full details.

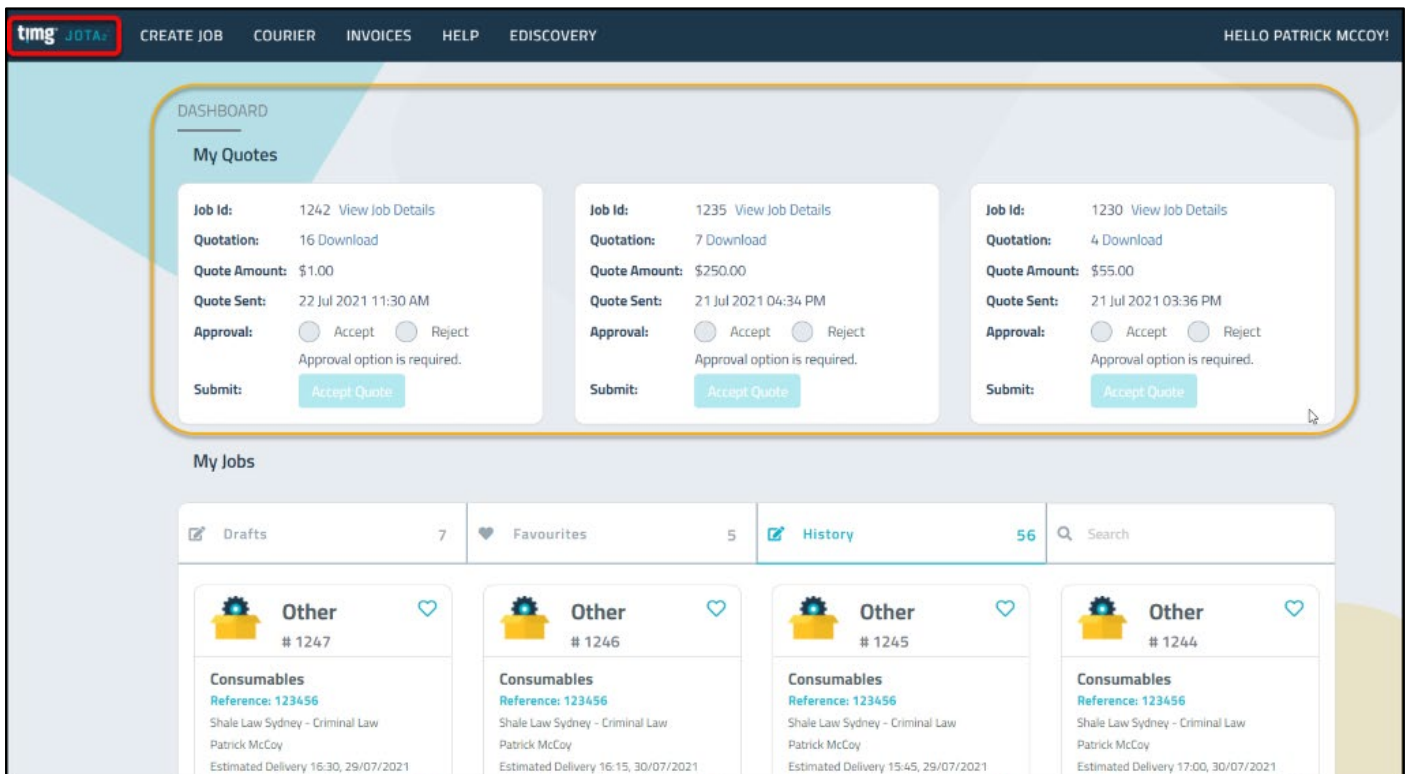
Quote

If you requested a quote when creating a job, you will receive an email with the quote attached and a link to approve or reject the quote.

- After viewing the quote click the **Approve Quote** link to accept or reject the quote.



Alternatively go to your JOTA2® dashboard to accept or reject the quote.



Job Notes & Communication

Job Notes can be used to communicate with TIMG staff about a job.

- Open an existing job through **History** or **Favourites** → **COMMUNICATION HISTORY**

The screenshot shows the 'DETAILS' tab of a job configuration page. At the top, there are seven numbered tabs: 1. START ORDER, 2. PRODUCTS, 3. CUSTOMISE, 4. INSTRUCTIONS, 5. DETAILS (active), 6. CONTACTS, and 7. SUBMIT. Below the tabs, the page title is 'VIEW COPYING JOB #92 / DETAILS'. A red box highlights the 'COMMUNICATION HISTORY' button. To the right of this button are 'SAVE' and 'CANCEL JOB' buttons. Below these is a 'CUSTOMISE' button. The main content area contains a form for customizing the job. It starts with the text 'Before we gather the specific details of your Copying job, please customise as required'. Below this is a section titled 'Number of Items (enter one or more) See an example [here](#)'. This section contains several input fields: 'Folders:' with a value of '1', 'Bundles:', 'Other:', 'Manila Files:', 'Plans:', 'Boxes:', and 'Discs:'. Below this is another section titled 'Number of Copies' with a 'Copies Required:' field set to '10'.

- Select **Note Type** → Enter Notes → **Add**

The screenshot shows the 'Add Job Notes' form. At the top, it says 'Job Notes - Job 92'. Below this is a section titled 'Conversation History - No messages found'. The main form area is titled 'Add Job Notes'. It has a 'Note Type' dropdown menu with options: Technical, Instruction (selected), Issue, and Other. Below the dropdown is a text area for 'Notes' containing the text 'Please make 20 copies instead of 10'. A red box highlights the 'Add' button at the bottom right of the form.

- Your Job Note has been added.

The screenshot shows the 'Job Notes - Job 92' page. At the top, it says 'Job Notes - Job 92'. Below this is a section titled 'February 2020'. In the center, there is a note card from 'Patrick McCoy' dated '17/02/2020' at '10:53:43 AM'. The note is an 'INSTRUCTION' and says 'Please make 20 copies instead of 10'. A red box highlights a checkmark icon in the bottom right corner of the note card. Below the note card is the 'Add Job Notes' form, which is the same as the one in the previous screenshot, but with the 'Note Type' dropdown set to 'Other'.

NB: After TIMG staff have read the note, they will mark it as acknowledged.

When TIMG staff respond to your Job Note you will see the COMMUNICATION HISTORY flag with an unread job note.

Emails will be sent to alert the nominated job stakeholders to the new Job Note as follows:

- For Technical Notes your nominated Technical Questions contacts will receive an email.
- For Instruction, Issue and Other Notes your nominated Status Updates will receive an email.

- Select **COMMUNICATION HISTORY**

1 2 3 4 5 6 7
START ORDER PRODUCTS CUSTOMISE INSTRUCTIONS DETAILS CONTACTS SUBMIT

VIEW COPYING JOB #92 / DETAILS

COMMUNICATION HISTORY 1 SAVE CANCEL JOB

Before we gather the specific details of your Copying job, please customise as required

CUSTOMISE

Number of Items (enter one or more) See an example [here](#)

Folders: 1 Bundles: Other:

Manila Files: Plans:

Boxes: Discs:

- Click the Job Note to acknowledge you have read it.

Job Notes - Job 92

February 2020

Patrick McCoy 17/02/2020 10:53:43 AM PM
INSTRUCTION
Please make 20 copies instead of 10

Jim Jones 17/02/2020 11:01:15 AM
INSTRUCTION
Thank you for the note, we will make 20 copies as requested.

Add Job Notes

Note Type Technical Instruction Issue Other

Notes

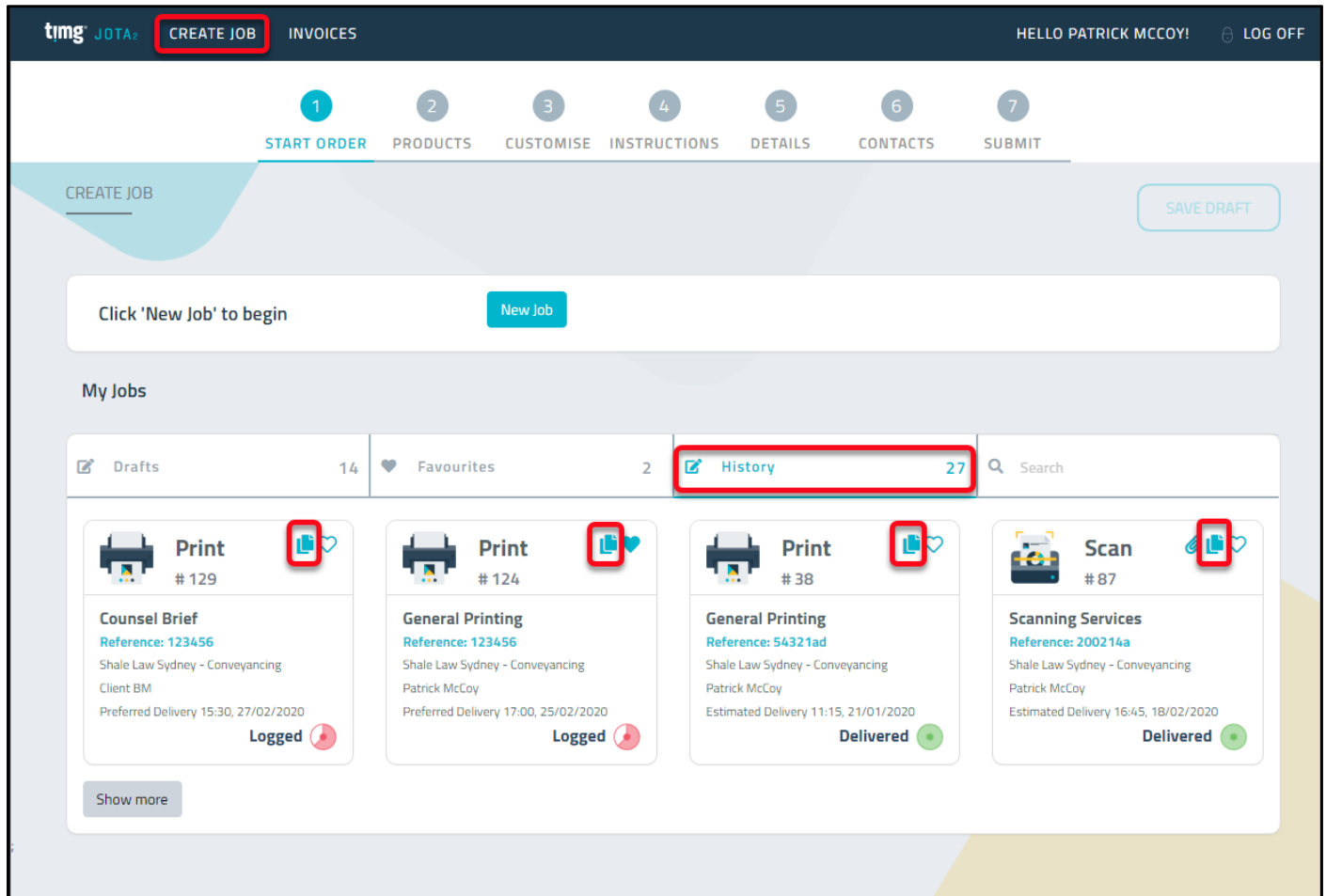
Add

Duplicate Job

The duplicate icon  is a quick way to create a new job from an existing one.

- **Create Job → History or Favourites →** choose job to duplicate

NB: duplicate job icon isn't available on the **Dashboard**, you must be on the **Create Job** screen.



timg JOTA2 **CREATE JOB** INVOICES HELLO PATRICK MCCOY! LOG OFF


1 START ORDER 2 PRODUCTS 3 CUSTOMISE 4 INSTRUCTIONS 5 DETAILS 6 CONTACTS 7 SUBMIT


CREATE JOB SAVE DRAFT


Click 'New Job' to begin New Job


My Jobs

Drafts 14 Favourites 2 **History 27** Search

Print #129 
Counsel Brief
Reference: 123456
Shale Law Sydney - Conveyancing
Client BM
Preferred Delivery 15:30, 27/02/2020
Logged

Print #124 
General Printing
Reference: 123456
Shale Law Sydney - Conveyancing
Patrick McCoy
Preferred Delivery 17:00, 25/02/2020
Logged

Print #38 
General Printing
Reference: 54321ad
Shale Law Sydney - Conveyancing
Patrick McCoy
Estimated Delivery 11:15, 21/01/2020
Delivered

Scan #87 
Scanning Services
Reference: 200214a
Shale Law Sydney - Conveyancing
Patrick McCoy
Estimated Delivery 16:45, 18/02/2020
Delivered

Show more

Check and edit the required details for the new job before submitting.

eDOC Files

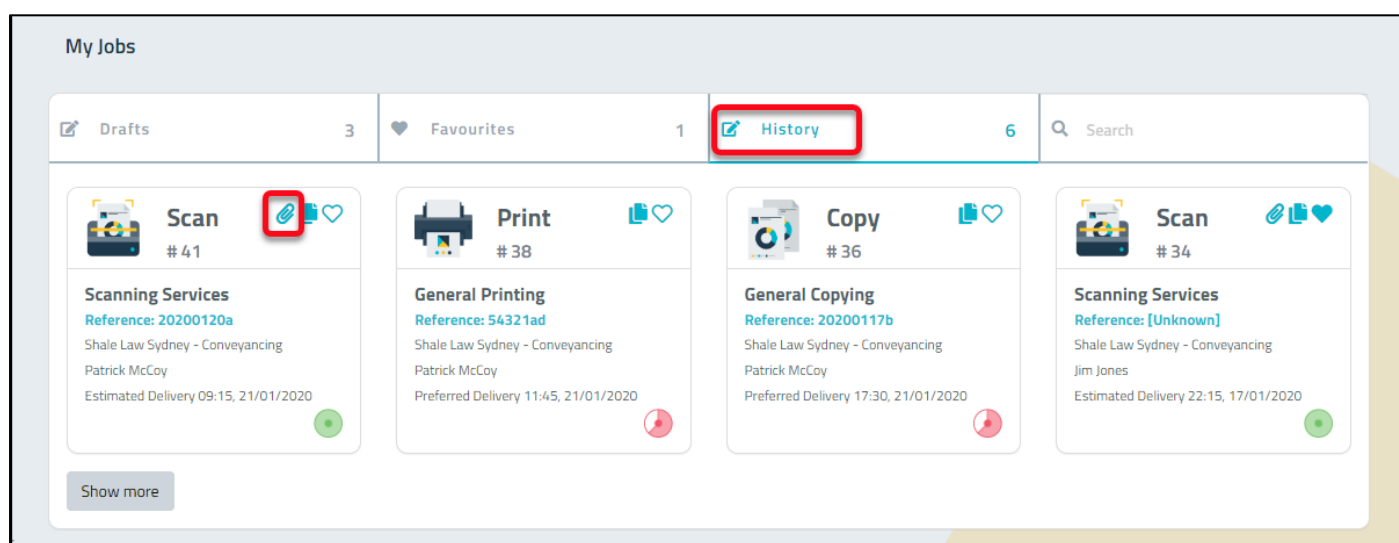
eDOC files is the JOTA2® repository for electronic files and can be accessed by a job's Paperclip icon. 

2000MB is the maximum size for each file. If the total job is more than 5GB we recommend providing the files by USB, as it will be faster to upload and download.

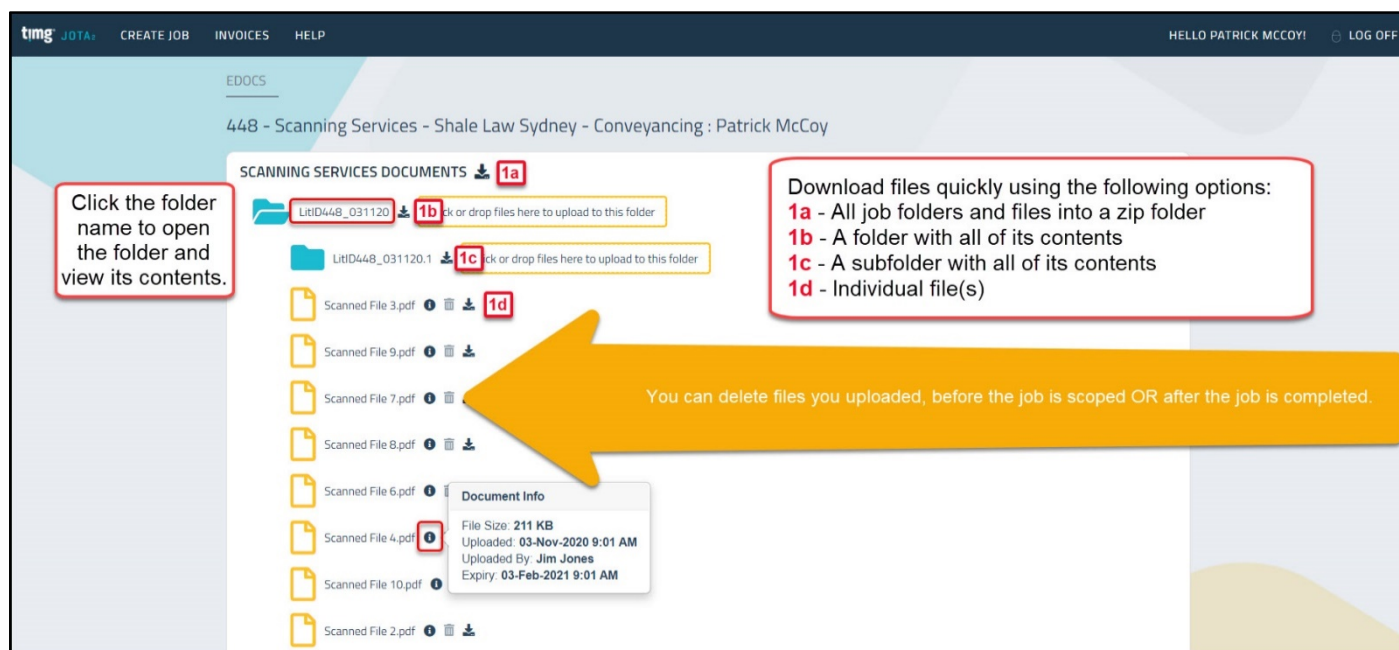
eDOC is particularly useful for:

- **Print jobs** - If you nominate to upload the files you want printed.
When creating the job, the Guide Questions will prompt you to upload the file(s) to be printed.
- **Scan jobs** - If you instruct TIMG to upload the scanned files into JOTA2®.
The Paperclip icon will appear when the scanned files are ready.

Tip: For large jobs, zip the files to make upload and download faster.



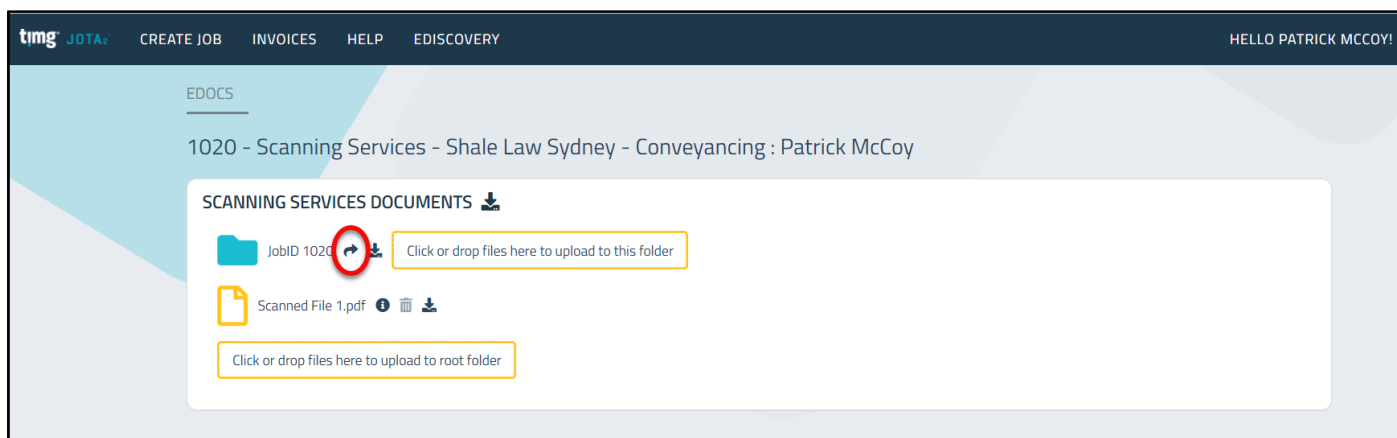
You may have multiple folders and files to access.



eDOC Share Folder

eDoc share folder enables eDoc files to be shared with other people including non-JOTA2® users.

- Go to the job eDocs → **Share folder**



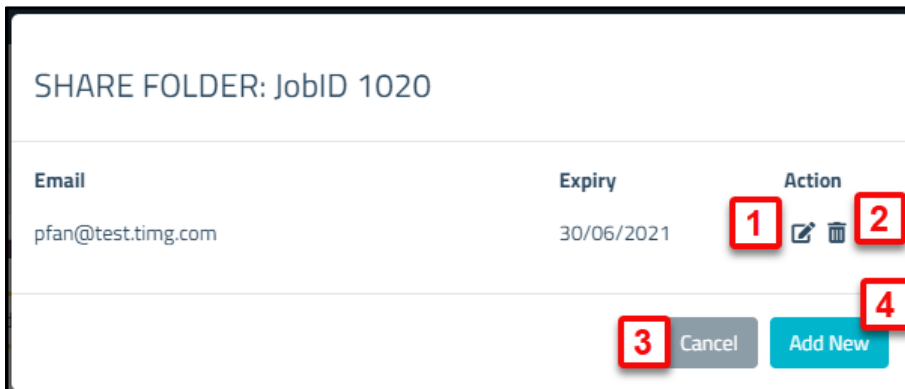
- Enter share folder details:
 1. **Email** – email address of the eDoc share folder recipient to be emailed the eDoc share link.
 2. **Password** – create a password which the recipient must use to access the eDoc share folder. The password must be **minimum 8 characters, at least one uppercase letter, one lowercase letter, one number and one special character**.
Click the eye icon to show or hide the password.
NB: The password isn't emailed to the person receiving the eDoc share folder email, for security reasons you must provide it separately.
 3. **Expiry date** – the date the eDoc share folder link will expire.
The expiry date must be before the earliest expiring eDoc file within the folder.
Select **Send Email**



A screenshot of the 'SHARE FOLDER: JobID 1020' form. It contains three input fields: 'Email:' with the value 'pfan@test.timg.com' (labeled with a red box and '1'), 'Password:' with masked characters '*****' (labeled with a red box and '2') and an eye icon, and 'Expiry Date:' with the value '30/06/2021' (labeled with a red box and '3'). Below the expiry date field is a note: 'NOTE: Documents will be deleted on 22/07/2021'. At the bottom right, there are two buttons: 'Cancel' and 'Send Email' (labeled with a red box).



- An email is sent to the recipient with a link to the eDoc share folder.
- **You must provide the recipient with the eDoc share folder password you created, so they can access the eDoc folder.**

eDoc share folder details can be:

1. **View, Update** (password or expiry date) or **Resend Email** to recipient.
2. **Delete** to stop eDoc share folder access.
3. **Cancel** to close Share Folder window.
4. **Add New** to add another recipient to access the eDoc share folder.



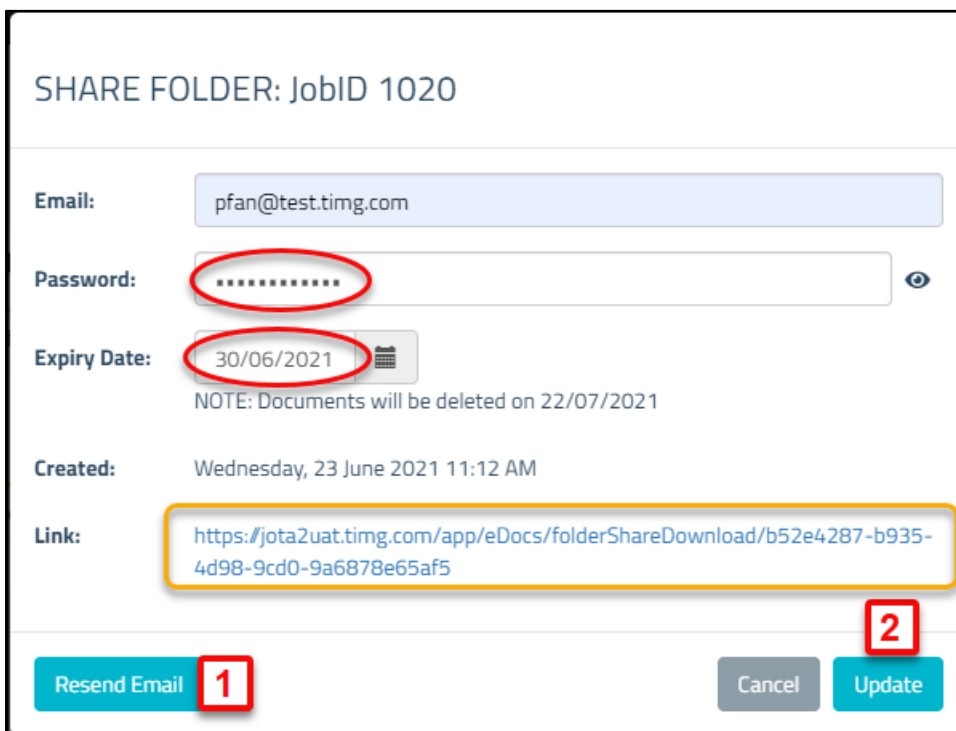
Email	Expiry	Action
pfan@test.timg.com	30/06/2021	 

When viewing the eDoc Share Folder details you can:

1. **Resend Email** with the eDoc share folder link to the recipient.
2. **Update** to save changes to the password or expiry date.


NB: Link can be used to test access to the shared eDoc folder.



SHARE FOLDER: JobID 1020

Email: pfan@test.timg.com




Password:

Expiry Date: 30/06/2021 

NOTE: Documents will be deleted on 22/07/2021

Created: Wednesday, 23 June 2021 11:12 AM

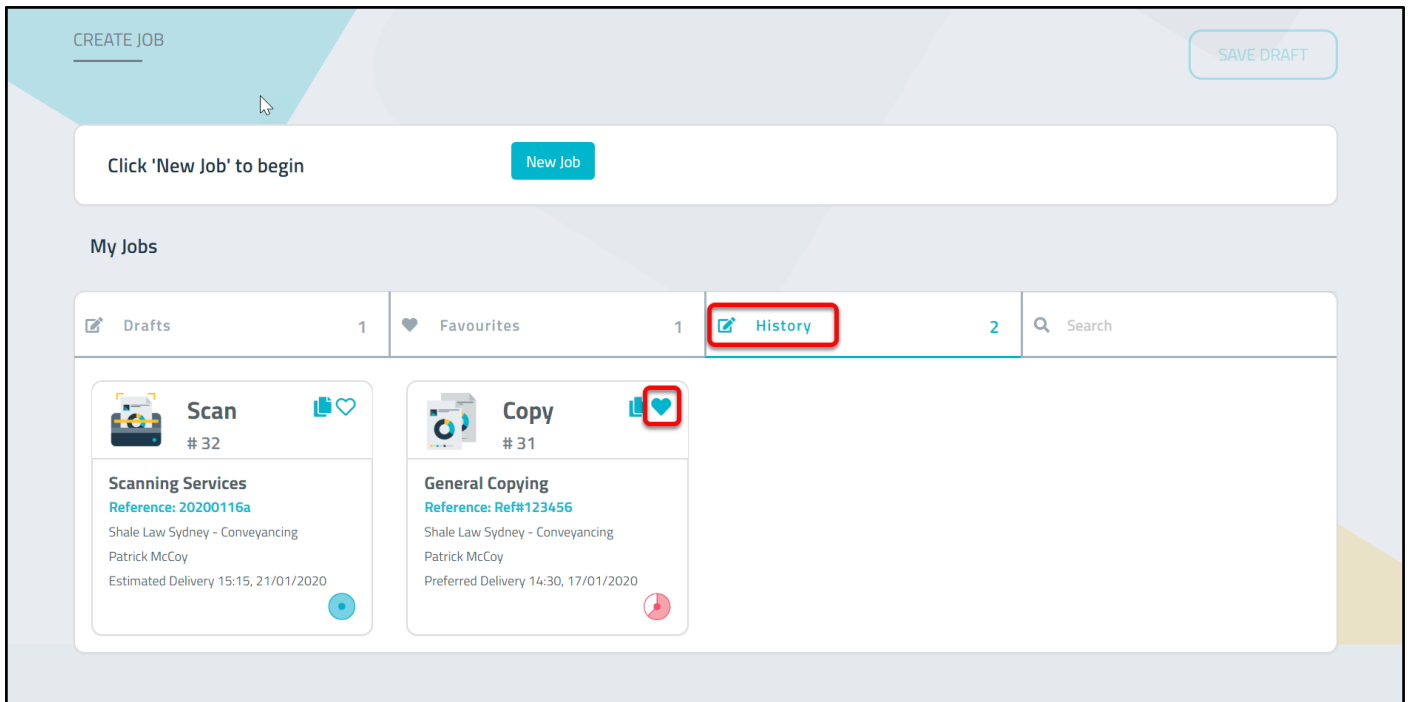
Link: <https://jota2uat.timg.com/app/eDocs/folderShareDownload/b52e4287-b935-4d98-9cd0-9a6878e65af5>

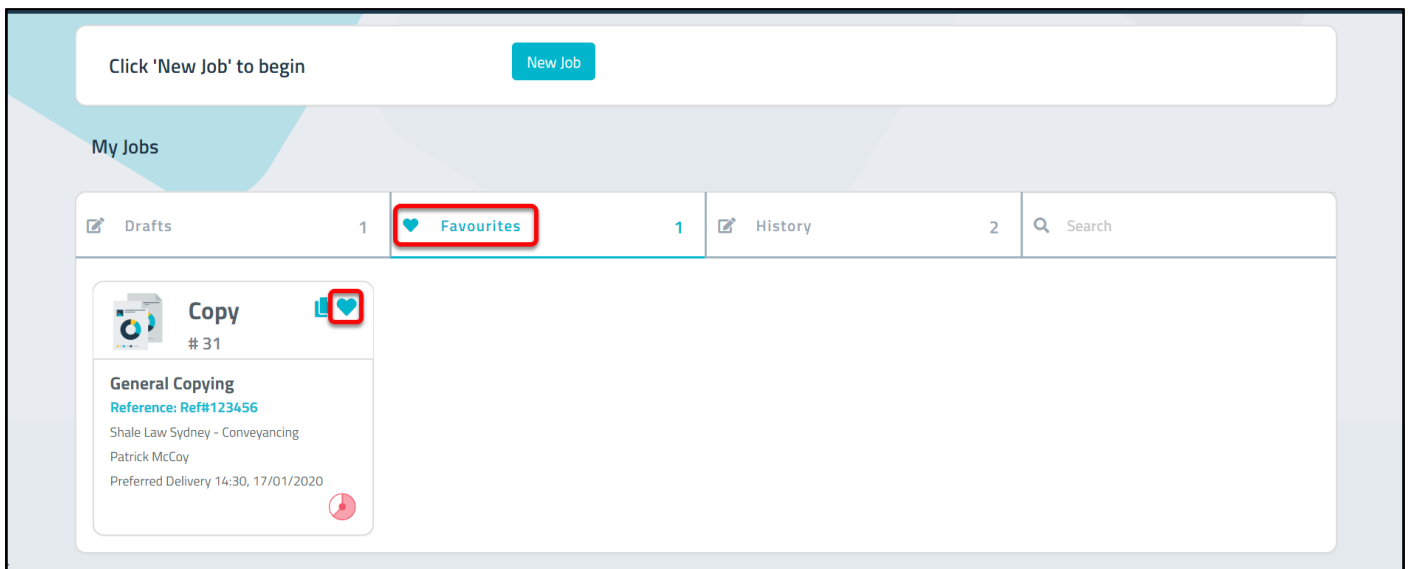
Job Favourites

Favourites is useful for jobs you want to keep updated with or are likely to duplicate in future.

Click the heart icon  to add jobs to your **Favourites**.



Click **Favourites** to see your favourite jobs.

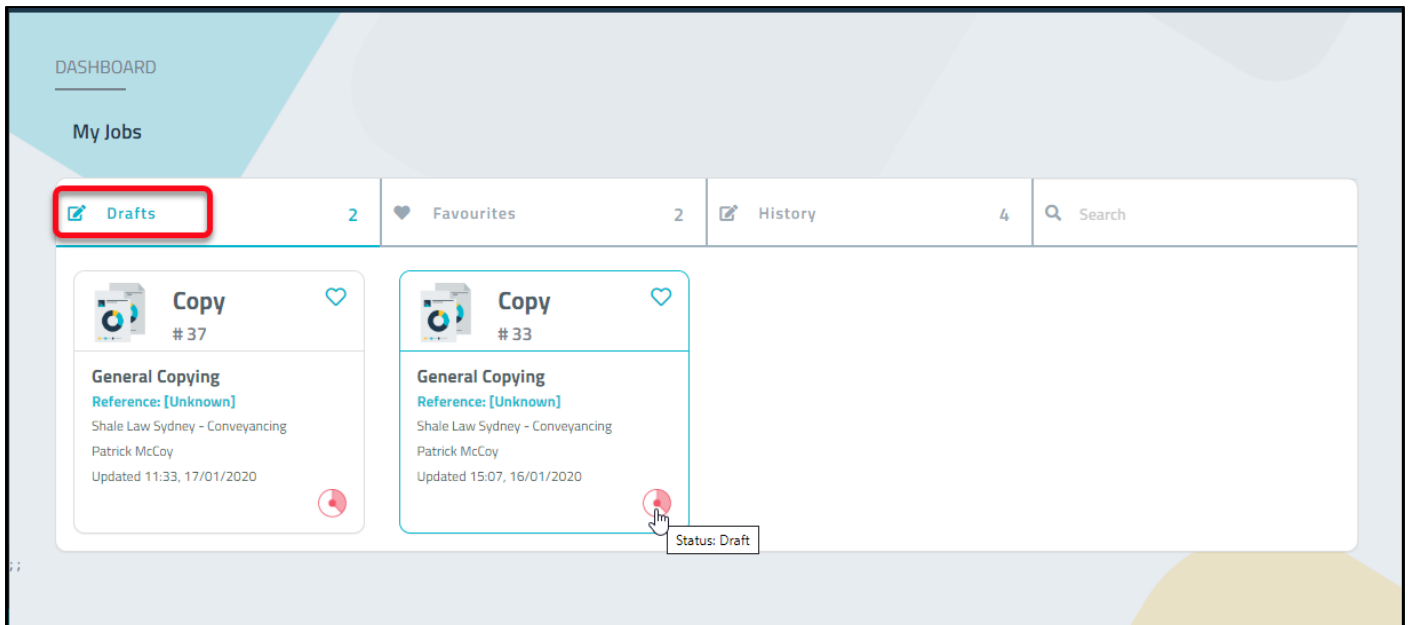


To remove jobs from your favourites, unselect the heart icon. 

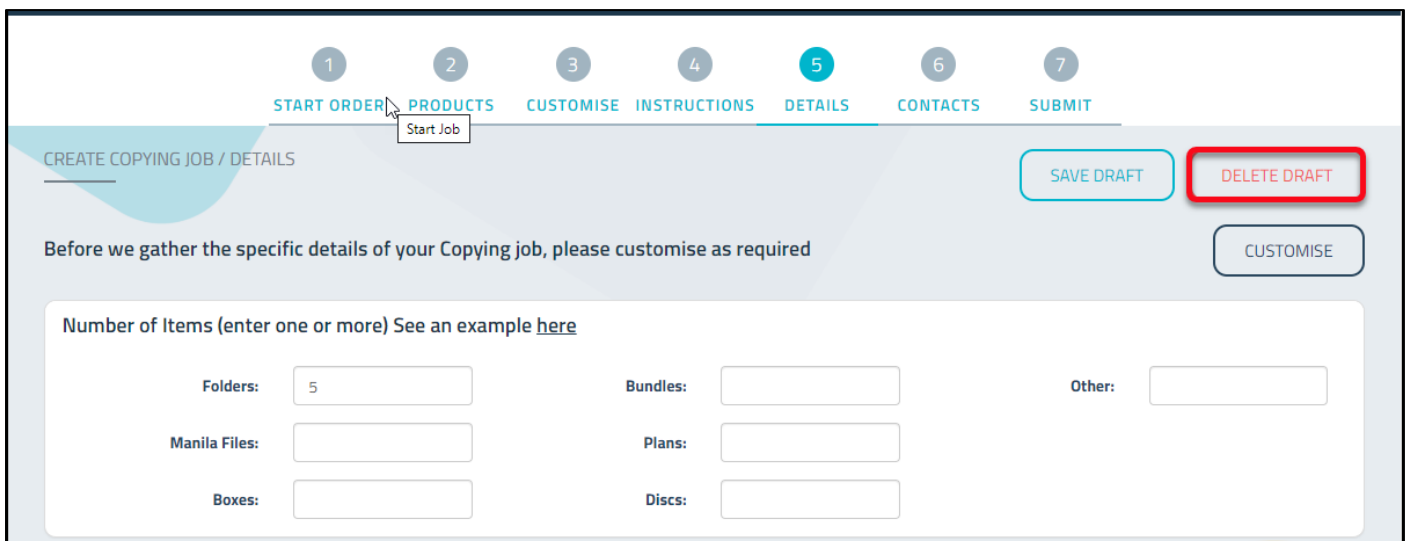
Job Drafts

Drafts contains jobs you have saved but not submitted yet.

Click on a draft job to continue to complete the job details and submit when you're ready.



The **Delete Draft** button is available in each job, if the draft job is no longer needed.



Courier

Courier jobs can be booked for items to be picked up from one location and delivered to another.

- Select **COURIER** → enter courier job details → **CREATE**.



auto-fills your JOTA2® user address.



auto-fills your local TIMG Bureau address.

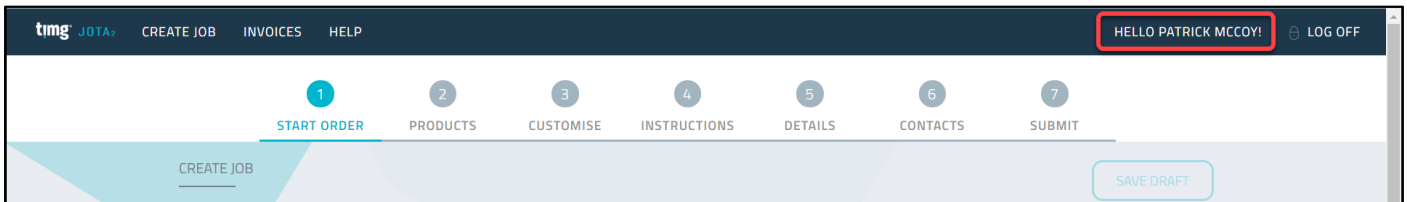
After TIMG staff accept your Courier job, the barcode[s] will be emailed to the job requestor and collection email address to attach to the item ready for TIMG to pick up.

Buddy Users

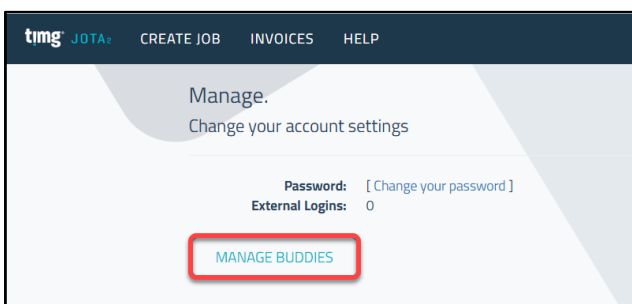
A buddy is a JOTA2® user who can access your draft and submitted jobs.

You can add one or many buddies, to give them access to your jobs.

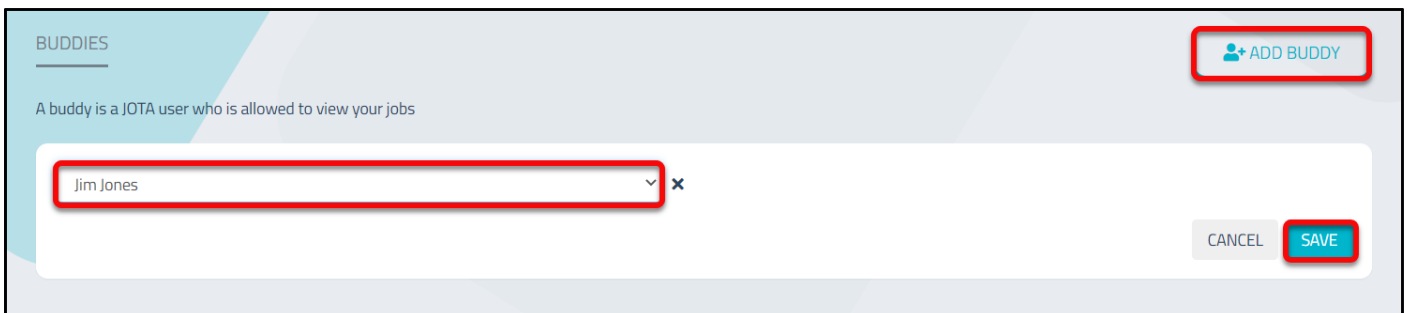
- Click on your name.



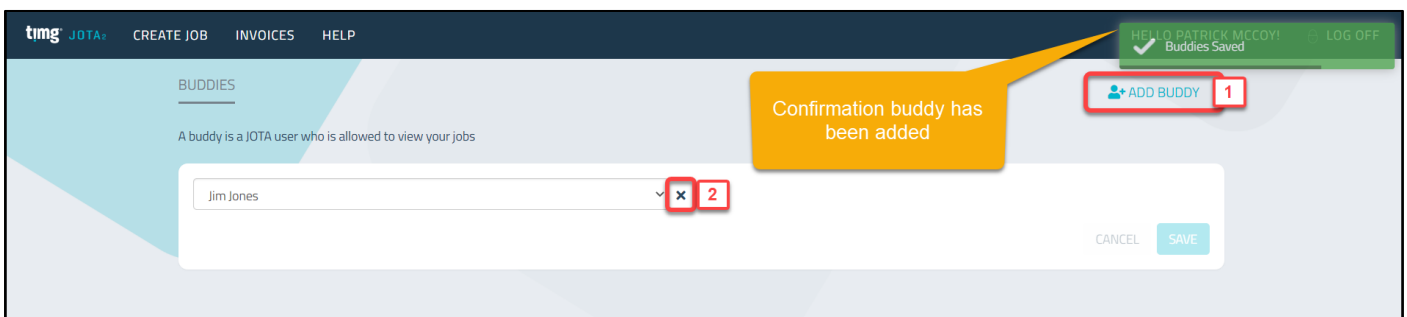
- Click **Manage Buddies**.



- Click **ADD BUDDY** → select your buddy → **SAVE**



Your buddy can now access your jobs, including completing draft job details and submitting them.



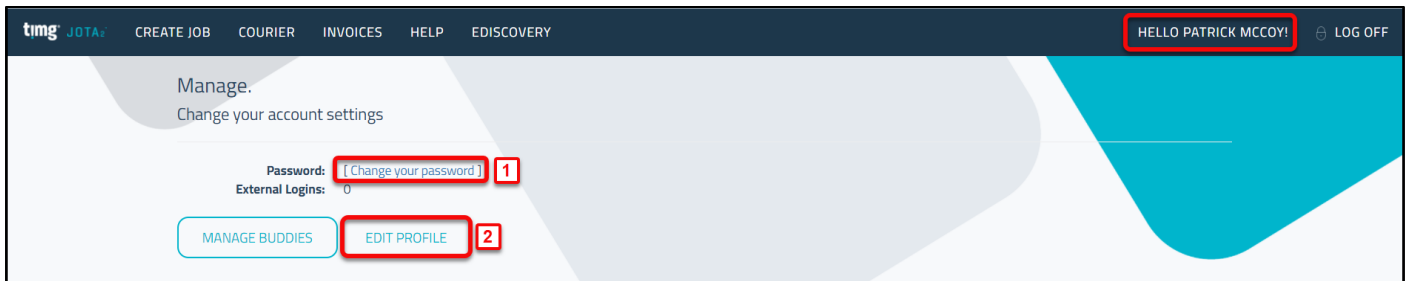
After adding a buddy, you can then:

1. Add another buddy by selecting **Add Buddy**.
2. Remove the buddy by selecting the 'X' and this will remove their access to your jobs.

Manage Account and Password

Click your name on the top right to manage your account details:

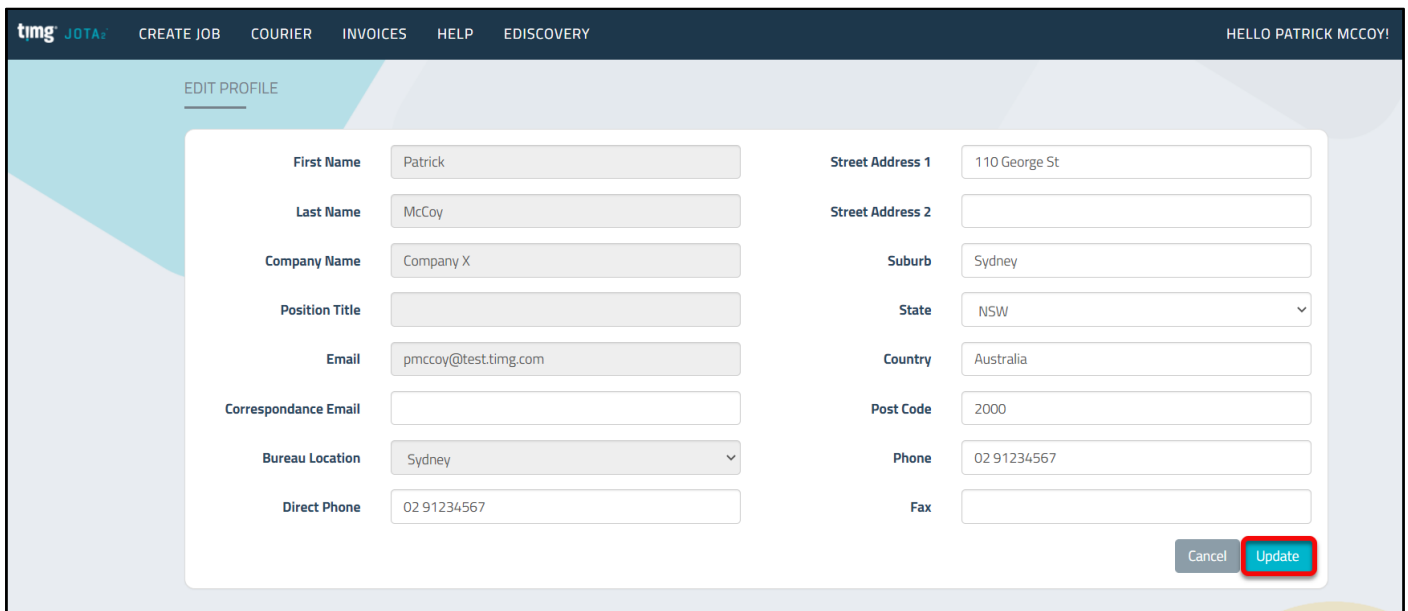
1. Change your password
2. Edit Profile



In **Edit Profile** you can update the below details then select **Update**:

- **Correspondence Email** – if you would like JOTA2 email notifications to be sent to a different email address, please enter it here.
- **Direct Phone** number
- **Address**
- **Phone**
- **Fax**

NB: You cannot update the fields which are greyed out. If these details need to be updated, please advise your local Bureau.



Invoices

- Select **INVOICES**
- Enter search criteria → **Search**

Invoices can be searched by:

1. Date From & To invoice date range
2. Matter / Reference Number
3. Invoice Number
4. Job ID
5. Invoice Type – Standard Invoice or Credit Note
6. Payment Status

Tip: Click the column header to sort the invoices in ascending or descending order.

The screenshot shows the 'INVOICES' section of the TIMG JOTA2 application. The interface includes a search form with the following elements:

- 1**: A red box around the 'Date From' and 'Date To' date range selection area.
- 2**: A red box around the 'Matter / Reference' text input field.
- 3**: A red box around the 'Invoice Number' text input field.
- 4**: A red box around the 'Job Id' text input field.
- 5**: A red box around the 'Invoice Type' dropdown menu.
- 6**: A red box around the 'Payment Status' dropdown menu.
- 7a**: A red box around the 'Bulk Download' button.
- 7**: A red box around the selection checkboxes in the table.
- 8**: A red box around the download icon (person with a download arrow) in the 'Action' column.
- 9**: A red box around the credit card payment icon (\$) in the 'Action' column.

The table below shows the search results:

<input type="checkbox"/>	Job Id	Invoice No	Invoice Date	Total	Type	Payment	Deleted	Action
<input checked="" type="checkbox"/>	38	INV400124	01/01/2020	\$187.00	Standard	Unpaid	No	
<input checked="" type="checkbox"/>	38	000001	01/01/2020	\$187.00	Credit Note	Unpaid	No	
<input checked="" type="checkbox"/>	62	INV400125	31/01/2020	\$125.40	Standard	Unpaid	No	
<input type="checkbox"/>	87	INV400123	31/01/2020	\$119,614.00	Standard	Unpaid	No	
<input type="checkbox"/>	232	INV435408	29/06/2020	\$99.79	Standard	Unpaid	No	

At the bottom of the table, there are pagination controls: 'First', 'Previous', '1' (selected), 'Next', 'Last'. To the right, there is a 'Page Size' dropdown set to '10'.

- Invoices can be downloaded in:
 - Bulk – select the required invoices [7] then Bulk Download [7a] into a zip folder.
 - Individually – select the download Action icon [8] for the required invoice.
- To pay an invoice by credit card, select the \$ Action icon [9].

Glossary

Job Page

Job ID - Your Job ID is a unique number generated by JOTA2® each time you create a job. If you need support, we recommend quoting this number during your communication with TIMG staff to ensure we can help you in a timely manner.

Job Status - As your job moves through production the Status will be updated from "Logged" to "Scoped" to "Being Prepared / Processed / Finished / QAed", and finally to "Completed". You can always monitor the status of your job in your JOTA2® account.

Copy

General Photocopying - Select this option when you require the entire hard copy contents of a box or file to be photocopied.

Tagged Document Copying - Select this option when you require tagged pages or documents to be photocopied.

Paginated Copying - Select this option when you require pages or documents to be numbered and then photocopied.

Scan

General Scanning - Select this option when you require hard copy document[s] to be scanned and converted to a PDF or JPEG.

Discovery Scanning - Select this option when you need documents to be scanned in accordance with a Discover Protocol for exchange.

Print

General Office Printing - Select this option when you require a document or email to be printed.

Marketing and Commercial Document Printing - Select this option if you have general marketing material to be printed. This may include brochures, presentations, invitations, seminar handouts, books or business cards. This also includes any Graphic Design work that involves your documents being altered to complete your project.

Briefs, Appeal Books & Court Books

Counsel Brief/Brief to Advise - Select this option when you have an indexed or tabbed brief to be prepared/printed.

Court Book/Tender Bundle - Select this option when you have a Court Book or Tender Bundle to be prepared/printed.

Appeal Book - Select this option if your job requires preparation, formatting and printing of Appeal books for all appropriate courts.

Legal Technology Solutions

Process Electronic Documents - Select this option if your job requires electronic processing. This would include Ingestion, DeNISTing, Deduping and Metadata Extraction for upload to a review platform.

Process Hardcopy Documents - Select this option if your job requires hardcopy documents to be processed such as scanning, delimiting and coding for upload to a review platform.

Other Copying & Support Services

Binding - Select this option if your job requires binding only.

Trolley Hire - Select this option if your job requires a trolley to transport documents in the CBD.

Tab Dividers - Select this option if your job requires numbering, alphabetising (A-Z), or custom printed 5 or 10 tab dividers.

CD / DVD Duplication - Select this option if your job requires a CD or DVD to be duplicated.

Laminating - Select this option if your job requires laminating only.

Court Courier Service - Select this option if your job requires people and trolleys to transport documents to and from Court.