Please fill out entirely and submit this work request and any documents to: ejtheva@gmail.com

Or by DropBox

|  |  |  |
| --- | --- | --- |
| Project Type:\* |  | Return Method |
| Regular | Rush | Speedy |  | Dropbox | Email | Other |
|  |  |  |  |  |  |  |

Clients will also be charged for expedited services, incidental costs such as, stationery, postage, postcards,
faxing, shipping or other mailing charges, courier services, etc.

Number of Pages (Include This Page): \_\_\_\_\_\_\_\_\_ Deadline Date: \_\_\_\_\_\_\_\_\_ Time: \_\_\_\_am/pm

# Contact and case INFOrmation

|  |  |  |  |
| --- | --- | --- | --- |
| Company |  | Phone: | Case Name: |
| Address:  |  | Fax: | Case Number: |
| State / Zip: |  | Email: | Representing:  |
| Contact: |  | Tax Id: | Attorney: |

# About Your assignment:

* + Dictation
	+ Draft correspondence, pleadings and discovery
	+ Document Conversion
	+ Document Templates
	+ Edit Document
	+ Generating Table of Contents / Table of Authorities
	+ Electronic filing
	+ Coordinate court filings (state/federal)
	+ Coordinate Service of process (Add’l Rates Apply)
	+ Certificate of Service
	+ Other\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Describe your assignment / project:

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**I/We approve the project as described above and authorize EJ Virtual Assistants to proceed.**

|  |  |  |
| --- | --- | --- |
| Approved By |  | Date |
| **\*Please Note:** Work requests are prioritized by the timeframes given, along with the order in which they are submitted. We will make every effort to meet your deadline. If we see that we are having difficulty meeting your timeframe, you will be contacted. When possible, if you are anticipating needing assistance on larger projects, advance notice is required so that we can ensure that we have enough coverage to meet the needs of our customers. Please don’t hesitate to call with any questions. Thank you!  |

# Continued:

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