

Firm Name:	E-mail address:
Order By:	Phone:
Direct:	Fax:
Address:	Today's Date/Time:
	Due Date/time:
	Time of Pick-Up:
	# of Boxes:
	# of Original:
Client Matter#	Job Description:
Case Name:	Grade/rate

SCANNING INSTRUCTIONS				
SCANNING	Scan all	Scan select	Scan only documents with:	
FILE FORMAT	TIFF	PDF	JPEG	Other:
TIFF DPI	200	300	400	Other:
SINGLE OR MULTI-PAGE	Single	Multi-page		
POST-ITS	Scan page as is	Remove & Replace (no scan)	Remove, place on separate page scanafter	Remove, place on separate page scanbefore
COLOR	Black & White	Color for color Photographs, Charts, Maps	Capture Highlight	Capture Pen Color
OVERSIZE	Scan size for size	Scan legend only	Reduce to 11X17	

PHYSICAL UNITIZATION/DOC BREAKS
Smallest Physical
Largest Physical
Slip sheet
Rubber band
Clip
Staple
Binder
Folder
Red weld
Box
Bind Other:
FIELDS TO CAPTURE @ SCAN
Bates Number Tab
Folder
Box Number
Custodian
Source
Attachment
Other:

DO WE SCAN?		
Cover	Yes	No
Spines	Yes	No
File Tabs	Yes	No
Red welds	Yes	No
Dividers Tabs	Yes	No
Standard Language	Yes	No
Color/Slip sheets	Yes	No
Color Sheets w/information	Yes	No
Envelopes	Yes	No
Carbonless Paper	Yes	No
Checks	Yes	No
Receipts	Yes	No
Floppies/CDs/DVDs cover	Yes	No
Colored Flags	Yes	No
Blank Pages	Yes	No

BATES NUMBERING INSTRUCTIONS		
Bates label scanned document?	Yes	No
Endorse/brand Bates number each page?	Yes	No
Should we capture the existing bates?	Yes	No
Are we redacting existing bates number?	Yes	No
If yes	Manual	Electronic
Standard (Font: Arial Bold, Size: 12pt)		
Other Font: _____ Size: _____		
<p>Sample Bates</p> <div style="border: 1px solid black; width: 100%; height: 100%; margin: 10px 0;"> <p style="text-align: center; color: gray; font-size: small;">Enter Sample Here</p> </div>		

EXPORT INSTRUCTIONS					
IMAGE TYPE	LOAD FILE	VIEWER	OCR	CONVERSION	MEDIA
Tiff	Concordance - DAT	Opticon	All	Yes No	CD/DVD_____
PDF	Concordance - DB	IPro	Select page or Documents	TIFF	USB_____
Searchable PDF	IPro. LFP	DocuLex	Include text in Load file	PDF	
JPG	Summation DII	Storm	Single Page Text	Black & White	
Hyperlinks	Ringtail	Storm with text	Multi-Page Text	Color	
Bookmarks	Other: _____				
Other: _____					

**SPECIAL INSTRUCTIONS**