



Work Order #: _____

Client Name: _____

Billing Reference: _____

Address: _____

Today's Date: _____ Time: _____

Due Date: _____ Time: _____

Ordered By: _____

Project Desc: _____

Phone: _____

Email: _____

Scanning Instructions

| Bates Numbering | Boundary / Unitizing | Do We Scan? |
|---|--|--|
| Match Existing Bates Non-Sequentials Assign Bates (Image Key) <input type="checkbox"/> Image ID (Non-Permanent) <input type="checkbox"/> Brand/Endorse (Permanent) Prefix: _____ <input type="checkbox"/> No Space (Recommended) Start#: _____ Suffix: _____ <input type="checkbox"/> Space Special Stamping: _____ | Physical Boundaries Folder Level No Unitizing <input type="checkbox"/> Other OCR Instructions Per Page (Summation) Per Doc (Concordance) Auto Rotate Yes No | Yes No Only if #d Covers Spines File Folders Redwelds Exhibit Tabs Slip Sheets Standard Language Other _____ Loose Pages Each page as single doc Group as One Doc |

Additional Instructions

| | | | |
|--------------------------|----------------------|------------------------|--------------------|
| Color for Color | Oversize (>11"x 17") | Post-It-Notes | Coding Required |
| B&W for Color | Legend / Bates Only | Remove & Replace | Yes (Attached SOW) |
| See Special Instructions | Reduce to _____ | One With / One Without | No |
| | Size for Size | As a Separate Doc | |

Indexing / Data Capture

Source Info: _____ Box Desc: _____ Folder Desc: _____

Other: _____

Final Media

| Load Files & .DAT | Imbedded Viewers | Disc Label |
|-----------------------------------|-------------------|---|
| Concordance/Opticon (.DAT & .OPT) | I-Pro (I-PUBLISH) | Company Name Bates Range Other: _____ |
| Summation (.dii) @I @V | Adobe Reader | Client Matter Date _____ # Copies _____ |
| I-Pro (.LFP) | Other: _____ | Case No. Contents Vol. Name: _____ |
| Other: _____ | | |

Special Instructions:

Additional Services

Blowbacks (Printing)

No Blowbacks Blowback All

Selective Blowbacks: _____

Include Page Name (Image Key)

Include Other: _____

No. of Sets: _____ Simplex Duplex

Size for Size No

Slipsheets

Slipsheets

Color 3 Hole

Fit to Page

Staple

Clip

As Original

Special Notes:

Media Duplications

Original Source

No. of Originals: _____

CD DVD Hard Drive

Other: _____

Copies

No. of Copies: _____

CD DVD Hard Drive

Other: _____

PDF's / Multi-TIFF

Multi-Page PDF

Multi-Page TIFF

Image w/ hidden text (searchable)

Bookmark: _____

Multi-Page Doc Folder Box

SPECIAL INSTRUCTIONS

SPECIAL DELIVERY INSTRUCTIONS