



JOB NUMBER:

FIRM NAME:
CONTACT:
CASE:
MATTER #:

DATE IN:
DATE DUE:
TIME DUE:
SALE REP:

PROJECT SUMMARY

Scan Blowback OCR EBS CD Duplicate Coding Other

Original Data: Boxes CD DVD Via Email/FTP Grade Level

NUMBERING

Match Bates Numbers
Non-label Pages: Do NOT scan Suffix
Assign Image Key
Prefix: With Space
Pages: Without Space
Suffix: Other

Example:

DOCUMENT BREAKS

Physical Boundaries (Staple, clips)
Tabs
Slip Sheet
Index (Client provided)
Other
Group loose pages as one document

ATTACHMENT BREAKS

Per folder Largest binding Other

FIELDS CAPTURE

1.
2.
3.
4.

DOCUMENT SELECTION

Scan all
Per index
P-N-C per

Post-it Notes R & R Own Page 1/w & 1/wo
Mylar Flags On page Own Page Do not scan
Std Language Once All Do not scan

Table with columns YES and NO for Binder Covers, Binder Spines, Redwelds, Folder Covers, Folder Tabs, Divider Tabs, Photo Backs, Box tag.

Upsize: Size 4 size Reduce 11x17
Legend Only Reduce 8.5x11

Color: Scan B/W Scan in Color
Photos / Graph Other:

Media: Scan Scan & Dup Do not scan

Other media instruction:

SPECIAL INSTRUCTIONS:

Blank lines for special instructions.

**BLOWBACKS**

**PAPER:**

- Regular
- 3-HD

**SELECTION:**

- Print All
- Print Selected

# of sets: \_\_\_\_\_

**OPTIONS:**

- Print Image Key (Bates#)
- Slip sheet per doc. break
- Reassemble

**OTHER INSTRUCTIONS:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**POST PROCESSING**

**EBS (Endorse)**

- Image Key (Bates #)  UL  UM  UR
- Other \_\_\_\_\_  LL  LM  LR

**ATTACHMENT BREAKS**

- Concordance EX
- Concordance 8 .dat:
  - Concordance delimiters
  - Comma delimiters
  - BegDoc / EndDoc / Pages
  - OCR
  - Capture Fields
  - Other (see Special Instructions)
- .csv - Comma delimiters
  - BegDoc / EndDoc / Pages
  - OCR
  - Capture Fields
  - Other (see Special Instructions)
- .opt - Opticon
- .lfp - Ipro
- .oll - Trial Director / Sanction
- .mdb - Ringtail
- .dii - Summation

**Yes**

**OCR**

**No**

- Single-page  Include .txt files on CD
- Multi-page  Include OCR in database

**CODING**

**STANDARD**

**OTHER**

- |  |                                |
|--|--------------------------------|
| <input type="checkbox"/> Author / From   | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Recipient / To  | <input type="checkbox"/> _____ |
| <input type="checkbox"/> CC              | <input type="checkbox"/> _____ |
| <input type="checkbox"/> BCC             | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Subject / Title | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Doc_Type        | <input type="checkbox"/> _____ |

**PDF**

- PDF per document break
- or**
- PDF per \_\_\_\_\_
- Bookmar per \_\_\_\_\_

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- Searchable PDF
- or**
- Non-searchable PDF

Custom Path: \_\_\_\_\_

**PDF NAMING INSTRUCTIONS**

- First Bate #  Other: \_\_\_\_\_
- Bate Range \_\_\_\_\_

**SPECIAL LOAD FILE INSTRUCTIONS**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**FILE STRUCTURE**

- Single-Page TIFF File Format
- Multi-Page TIFF File Format
- PDF File Format

**CD / DVD DUPLICATION**

Number of Originals:

CD: \_\_\_\_\_ Copy X: \_\_\_\_\_

DVD: \_\_\_\_\_ Copy X: \_\_\_\_\_