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www.litigationdocumentgroup.com

JOB # _____
 DATE: ____/____/____

IMAGING ORDER FORM

See special instructions on back

PROJECT NAME: _____

CLIENT INFO:

CLIENT NAME: _____ DATE/TIME IN: _____
 ADDRESS: _____ DUE BY: _____
 PHONE: (____) _____ DESCRIPTION: _____
 ORDERED BY: _____
 CLIENT MATTER: _____

PAGE NAME

TYPE OF MEDIA

MATCH EXISTING BATES NUMBER
 CREATE BATES NUMBER AT SCAN TIME
 PLACEMENT (PLEASE PROVIDE SAMPLE)
 • PREFIX CHARACTERS: _____
 • PAGE NUMBER CHARACTERS: _____
 • SUFFIX CHARACTER: _____

	# OF ORIGINALS	# OF COPIES
<input type="checkbox"/> CD	_____	_____
<input type="checkbox"/> DVD	_____	_____
<input type="checkbox"/> FLOPPY	_____	_____
<input type="checkbox"/> OTHER	_____	_____

ADDITIONAL SCANNING INSTRUCTIONS

DO WE SCAN?

BOX LABEL: YES NO
 BINDER COVERS YES NO ONLY IF #'D
 FILE FOLDER STABS YES NO ONLY IF #'D
 EXHIBIT TABS YES NO ONLY IF #'D
 SLIP-SHEETS YES NO ONLY IF #'D
 POST-IT NOTES YES NO ONLY IF #'D
 (IF YES) REMOVE & REPLACE
 ONE WITH / ONE WITHOUT
 STANDARD LANGUAGE YES NO ONLY IF #'D

AIT COMPLETE SCANNING SOLUTION

INCLUDES:
 PREP & REASSEMBLE ♦ RUN-TIME VIEWER ♦ OCR
 SCAN B&W 8.5 X 11 TO 11X17 AS A GROUP IV TIF IMAGE
 ELECTRONIC BATES NUMBERING ♦ DETAILED PROJECT INDEX
 MASTER CD INCLUDED

COMPLETE SCANNING PACKAGE

BOX PHYSICAL
 FILE FOLDER OTHER _____
 PARENT
 CHILD

CAPTURE FOLDER DESCRIPTIONS AND PROVIDE AS:
 ELECTRONIC FORMAT PRINT OUT

MEDIA
 SCAN IN PLACE PRINT OUT
 MAKE A COPY

COLOR PAGES OVERSIZE PAGES (LARGER THAN 11X17)

COLOR FOR COLOR LEGEND/BATES SCAN IN PIECES
 B & W FOR COLOR REDUCE SIZE FOR SIZE

CLIENT'S IMAGE VIEWING / TEXT RETRIEVAL SYSTEM(S)

SUMMATION CONCORDANCE DOCULEX OPTICON
 IPRO ADOBE ACROBAT OTHER _____

ADDITIONAL SERVICES

OCR
 TEXT ONLY
 FORMATTED TEXT
 FORMAT _____
 • CLEANUP? YES NO (HOURLY CHARGE APPLIES)

BRANDING
 PAGE NAME
 OTHER CAPTION _____
 REDACTIONS
 PLACEMENT (PLEASE PROVIDE SAMPLE)

PDF CONVERSION
 IMAGE ONLY
 IMAGE HIDDEN WITH TEXT
 FORMATTED PDF

BLOWBACKS NUMBER OF SETS: _____
 INCLUDE PAGE NAME
 INCLUDE OTHER CAPTION: _____
 ASSEMBLY
 SLIP SHEET
 BINDING ELEMENT