

Litigation Discovery Group
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Litigation
Discovery
Group

JOB #
(Internal use)

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SCAN ORDER FORM

FIRM NAME: _____
ADDRESS: _____
CONTACT NAME: _____ PHONE #: _____
EMAIL ADDRESS: _____
CLIENT MATTER#: _____
CASE NAME: _____

TODAY'S DATE: _____
DATE DUE: _____ TIME DUE: _____
OF BOXES: ORIGINALS: _____
 Scan Print OCR
 Endorse EDD Other _____

SCANNING INSTRUCTIONS

- Size for size Oversize reduce to _____
- Color for color All B&W
- Folders/Redwelds Binder covers/Spines
- Slipsheets w/ info Tabs Post-it notes
- Tagged / Clipped docs only
- DO NOT Scan tagged/clipped docs

MEDIA Scan Dup Scan & Dup

EBATES/ENDORSE Match Bates

Prefix: _____ Space No space

Page: _____ Other _____

POSITION:

- OCR** Single-Page Multi-Page
- Single-Page TIFF Multi-Page TIFF
- PDF

EXPORTS

- PDF**
- PDF per document break
 - PDF per _____
 - Bookmark per _____
 - Searchable PDF
 - PDF Naming** Bates Range
 - 001.pdf, 002.pdf
 - Other: _____
 - IPRO Concordance Trial Director
 - Summation Other: _____

CD LABEL

- Standard Custom (see additional inst.)

<input type="checkbox"/> CD/DVD	# of Sets	
<input type="checkbox"/> THUMBDRIVE		

BLOWBACKS

- | | | |
|--|--|------------------|
| PAPER | DOC BREAKS | # of Sets |
| <input type="checkbox"/> Regular <input type="checkbox"/> 3-Hole <input type="checkbox"/> 2-Hole | <input type="checkbox"/> Slipsheets <input type="checkbox"/> Clips <input type="checkbox"/> Staple | |
| <input type="checkbox"/> Velo <input type="checkbox"/> GBC <input type="checkbox"/> Other: _____ | <input type="checkbox"/> Filename on slipsheets | |

ADDITIONAL INSTRUCTIONS