



Litigation Discovery Group

eDiscovery • Forensics • Trial Support
Available 24/7

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JOB #
(Internal use)

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

Prefix: _____ Match Bates
Page: _____ Space No space
 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.)

CD/DVD THUMBDRIVE # of Sets

BLOWBACKS

PAPER

- Regular 3-Hole 2-Hole
- Velo GBC Other: _____

DOC BREAKS

- Slipsheets Clips Staple
- Filename on slipsheets

of Sets

ADDITIONAL INSTRUCTIONS
