



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: _____
Page: _____

☐ Match Bates
☐ 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