

IMAGING WORK ORDER FORM

Firm Name:		E-mail address:	
Order By:	Phone:	Today's Date/Time:	
Direct:	Fax:	Due Date/time:	
Address:		Time of Pick-Up:	
		# of Boxes:	
		# of Original:	
Client Matter#		Job Description:	
Case Name:		Grade/rate	

SCANNING INSTRUCTIONS

SCANNING	<input type="checkbox"/> Scan all	<input type="checkbox"/> Scan select	<input type="checkbox"/> Scan only documents with:	
FILE FORMAT	<input type="checkbox"/> TIFF	<input type="checkbox"/> PDF	<input type="checkbox"/> JPG	Other: _____
TIFF DPI	<input type="checkbox"/> 200	<input type="checkbox"/> 300	<input type="checkbox"/> 400	<input type="checkbox"/> Other _____
SINGLE OR MULTI-PAGE	<input type="checkbox"/> Single	<input type="checkbox"/> Multi-page		
POST-ITS	<input type="checkbox"/> Scan pages as is	<input type="checkbox"/> Remove & Replace (no scan)	<input type="checkbox"/> Remove, place on separate page scanner	<input type="checkbox"/> Remove, place on separate page scanner
COLOR	<input type="checkbox"/> Black & White	<input type="checkbox"/> Color for color Photographs, Chart, Map	<input type="checkbox"/> Capture Highlight	<input type="checkbox"/> Capture Pen Color
OVERSIZE	<input type="checkbox"/> Scan size for size	<input type="checkbox"/> Scan legend only	<input type="checkbox"/> Reduce to 11X17	

PHYSICAL UNITIZATION/DOC BREAKS	
<input type="checkbox"/> Smallest Physical	
<input type="checkbox"/> Largest Physical	
<input type="checkbox"/> Slip sheet	
<input type="checkbox"/> Rubber band	
<input type="checkbox"/> Clip	
<input type="checkbox"/> Staple	
<input type="checkbox"/> Binder	
<input type="checkbox"/> Folder	
<input type="checkbox"/> Red weld	
<input type="checkbox"/> Box	
<input type="checkbox"/> Bind <input type="checkbox"/> Other:	
FIELDS TO CAPTURE @ SCAN	
<input type="checkbox"/> Bates Number	<input type="checkbox"/> Tab
<input type="checkbox"/> Folder	
<input type="checkbox"/> Box Number	
<input type="checkbox"/> Custodian	
<input type="checkbox"/> Source	
<input type="checkbox"/> Attachment	
<input type="checkbox"/> Other:	

DO WE SCAN?	
Cover	<input type="checkbox"/> Yes <input type="checkbox"/> No
Spines	<input type="checkbox"/> Yes <input type="checkbox"/> No
File Tabs	<input type="checkbox"/> Yes <input type="checkbox"/> No
Red welds	<input type="checkbox"/> Yes <input type="checkbox"/> No
Dividers Tabs	<input type="checkbox"/> Yes <input type="checkbox"/> No
Standard Language	<input type="checkbox"/> Yes <input type="checkbox"/> No
Color/Slip sheets	<input type="checkbox"/> Yes <input type="checkbox"/> No
Color Sheets w/information	<input type="checkbox"/> Yes <input type="checkbox"/> No
Envelopes	<input type="checkbox"/> Yes <input type="checkbox"/> No
Carbonless Paper	<input type="checkbox"/> Yes <input type="checkbox"/> No
Checks	<input type="checkbox"/> Yes <input type="checkbox"/> No
Receipts	<input type="checkbox"/> Yes <input type="checkbox"/> No
Floppies/CDs/DVDs cover	<input type="checkbox"/> Yes <input type="checkbox"/> No
Colored Flags	<input type="checkbox"/> Yes <input type="checkbox"/> No
Blank Pages	<input type="checkbox"/> Yes <input type="checkbox"/> No

BATES NUMBERING INSTRUCTIONS	
Bates label scanned document?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Endorse/brand Bates number each page?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Should we capture the existing bates?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Are we redacting existing bates number?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes <input type="checkbox"/> Manual <input type="checkbox"/> Electronic	
<input type="checkbox"/> Standard (Font: Arial Bold, Size: 12pt)	
<input type="checkbox"/> Other Font: _____	Size: _____
<h3>Sample Bates</h3> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 80%;"> <hr/> <hr/> <hr/> </div>	

EXPORT INSTRUCTIONS

IMAGE TYPE	LOAD FILE	VIEWER	OCR	CONVERSION	MEDIA
<input type="checkbox"/> Tiff	<input type="checkbox"/> Concordance - DAT	<input type="checkbox"/> Opticon	<input type="checkbox"/> All	<input type="checkbox"/> Yes <input type="checkbox"/> No	CD/DVD <input type="checkbox"/>
<input type="checkbox"/> PDF	<input type="checkbox"/> Concordance - DB	<input type="checkbox"/> IPRO	<input type="checkbox"/> Select page or Documents	<input type="checkbox"/> TIFF	USB <input type="checkbox"/>
<input type="checkbox"/> Searchable PDF	<input type="checkbox"/> IPRO. LFP	<input type="checkbox"/> DocuLex	<input type="checkbox"/> Include text in Load file	<input type="checkbox"/> PDF	
<input type="checkbox"/> JPG	<input type="checkbox"/> Summation DII	<input type="checkbox"/> Storm	<input type="checkbox"/> Single Page Text	<input type="checkbox"/> Black & White	
<input type="checkbox"/> Hyperlinks	<input type="checkbox"/> Ringtail	<input type="checkbox"/> Storm with text	<input type="checkbox"/> Multi-Page Text	<input type="checkbox"/> Color	
<input type="checkbox"/> Bookmarks	<input type="checkbox"/> Other: _____				
<input type="checkbox"/> Other: _____					

SPECIAL INSTRUCTIONS
