



Imaging Work Order

Litigation SERVICES

Vendor Job

For Internal Use Only

Case Name *

Reference # *

Today's Date *

Due Date *

Unless a time is specified, job will be completed by 5:00pm. Incomplete forms will delay delivery date.

Billing Information

Firm: _____
Contact:* _____
Address:* _____
Phone:* _____
Email:* _____

Deliver Originals

Firm: _____
Contact: _____
Address: _____
Phone: _____
Email: _____

Deliver Copies To

Firm: _____
Contact: _____
Address: _____
Phone: _____
Email: _____

Document Imaging / Reprographics

INPUT

color

- Color as B/W
- Color as Color

oversized

- Original Size
- Reduce to: ____ x ____

scan/copy

- Box Labels
- Redwell Folders
- Binders
- File Folders
- Tabs

post-it notes

- Remove & Replace
- With & Without
- Separate Page

re-assembly

- As Original
- None

work grade (subject to review)

- A. Originals are rubber-banded or loose. One sided, same size, no binding elements.
- B. Originals are thick stapled or clipped sections. Occasional small sections, or two sided "A".
- C. Originals that are primarily stapled or clipped sections, mixed sizes, or requiring folders or tabs.
- D. Originals described as "C" but with 5pgs or less per staple or clip. Receipts, envelopes, half pages.
- E. Originals requiring more than 50% flatbed work. Receipts, onion skin, thermal paper, odd sizes.

PROCESSING

indexing

- Source _____
- Box _____
- Folder _____
- Document _____
- Child _____

ocr

- None
- Page Level
- Document Level

bates numbering

- Match Existing
- Burn-In
- Overlay
- Manual Label Originals

Prefix _____

Start Number _____

OUTPUT

blowbacks/copies

- _____ Number of Sets
- As Original (Copy Only)
- All 1 Sided
- All 2 Sided
- With Slip Sheets
- Color as B/W

bindery

- 3 Hole
- 2 Hole
- Binders
- Tabs

load files/format

- _____ Ipro Publish/LFP
- _____ Summation
- _____ Concordance (Specify OCR)
- _____ Tiff + OCR Text
- _____ PDF at Folders
- _____ PDF at Docs
- _____ Other

media

- DVD
- CD-ROM
- E-Mail
- FTP

over for notes »»

