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JOB #

STEP____OF_____

BILLING INFORMATION

CLIENT:_____

ADDRESS:_____

PHONE:_____

ORDERED BY:_____

CLIENT MATTER #:_____

OF ORIGINALS:_____

OF BOXES:_____

GRADE: A____B____C____D____

☐ SPECIAL INSTRUCTIONS - **SEE BACK**

COLOR FOR COLOR
☐ **YES**   ☐ **NO**

TODAY'S DATE:_____

TIME IN:_____

DATE DUE:_____

TIME DUE:_____

OF HARD COPIES/CD'S:_____

PRICE PER IMAGE:_____

PRODUCTION APPROVAL:_____

CHECK INTIALS:_____

PRICING OTHER:_____

SCANNING/EDD (DIGITAL DISCOVERY)

DOCUMENT BREAKS?

☐ MERGE DOCUMENTS INTO MULTI-PAGE FILE

SAVE IMAGE AS: _____ **FILE**

☐ SPECIAL INSTRUCTIONS: _____

_____

RESOLUTION (DPI)?_____

SELECTIVE SCANNING (____% TAGGED)

☐ SCAN ONLY TAGGED

☐ FOLLOW STANDARD TAGGING PROCEDURE

DO WE SCAN?	**YES**	**NO**
COVERS	☐	☐
FILE FOLDER TABS	☐	☐
FILE FOLDERS	☐	☐
DIVIDER TABS	☐	☐
POST IT NOTES (S) (C) (L)	☐	☐
SPINES	☐	☐
STANDARD LANGUAGE	☐	☐
REDWELL/BUCKETS	☐	☐

FINISHING: HARDCOPY/DIGITAL MEDIA (I.E. CD, DVD, FTP OR EMAIL)

☐ EMAIL PROJECT TO:

☐ FTP (FEE MAY APPLY):

☐ CD OR DVD

☐ STAPLE COPIES AS ORIGINALS (additional charge applies)

☐ CLIP COPIES AS ORIGINALS (additional charge applies)

☐ DO NOT RESTAPLE OR RECLIP ORIGINALS

☐ DO NOT STAPLE OR CLIP COPIES

☐ LABEL CD: _____

IMAGE ENDORSEMENT (BATES LABELING)

LABELING: SEQUENCE START @ ALPHA_____   NUMERIC _____   INCLUDE SPACE: YES/NO **(CIRCLE ONE)**

☐ MATCH IMAGE NAME TO BATES LABEL

SPECIAL INSTRUCTIONS:_____

FONT SIZE AND TYPE:_____   USE VALLEY DOCUMENT SOLUTIONS STANDARD ☐
(14 PT ARIEL BOLD)

FILE FOLDER LEVEL INDEX

INDEXING/OCR?_____

CREATE LOAD FILE: YES ☐ NO ☐ DATABASE:_____   (SEE ATTACHED FOR SPECIFICATIONS)

OCR: YES ☐ NO ☐ SAVE TEXT AS?   _____

QUALITY CONTROL

CLIENT SIGNATURE:_____SCANNED BY:_____

SHIPPING

☐ FED EX_____

☐ CAL ON_____

☐ U.S. POSTAL_____

SPECIAL INTRUCT._____

_____

_____