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Contact Name	Firm	Telephone (after hours if logged after 4pm)
Address		Email
Your Reference	Date	Date/Time Required (ASAP not acceptable)
Initial Price Estimate Required (if yes please provide email address)		Processing Methodology Attached
Federal Court Practice Note PN17 compliant		Has privilege/confidential been claimed over the documents?

ELECTRONIC EVIDENCE DISCOVERY						
Electronic/Email Source	Microsoft Outlook (PST)	Hard Disk Drive	Lotus Notes	File Directory	CD/DVD	
	File Location (please specify below)					
Deduplicate by Action	per Batch	per Matter				
	Delete duplicates (retain file path)		Tag as duplicate (process both duplicates and tags)			
Near Duplicates and Email Threads	Tag near equivalent sets		Tag email threads			
Date Range Culling	Include documents in range		Exclude documents in range			
	Start Date (please enter)		End Date (please enter)			
Keyword Search	Please attach a list of the keywords to be used (record in special instructions)					
File Culling	Please attach a list of the files to be excluded (record in special instructions)					

Output File Format	Output File Type	Colour Space (b&w - 1 bit, colour as original - 24 or 8 bit)	Resolution (recommended 150dpi for colour, 200dpi for b&w)
	example: TIFF	colour as original - 24 bit	150 dpi
	Note: Unknown file types will be rendered with a placeholder and will include the original file if natives have been requested unless otherwise stated.		
Output Load File	4 table export (Ringtail)	Relativity	Summation
	Signature	Flat CSV	
	Other (please specify)		
OCR Native Image Files	to PDF - Text Searchable	to Text file	

Order	Ascending		Descending		
	Order by	Author	Received	Sent	Title
Unknown File Types	Include Placeholder		Include Original file		

DELIVERY		
Signature	Print Name	Date/Time

