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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)	Lotus Notes	File Directory	Hard Disk Drive	CD/DVD	USB
File Location (please specify below)						
Deduplicate by Action	per Batch	per Matter	per Custodian			
	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			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 Type Culling	Please attach a list of the files types 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	Concordance
	Signature	Flat CSV		
	Other (please specify)			
OCR Native Image Files	to PDF - Text Searchable	to Text file		
Unknown File Types	Include Placeholder	Include Original file		

**DELIVERY**

Signature	Print Name	Date/Time

