



# EED INSTRUCTION SHEET

# LAW IN ORDER

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  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)

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 (Please specify)

Tag email threads (Please specify)

Date Range Culling:  Include documents in range Start Date (please enter)

Exclude documents in range 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 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
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

**NEXT PAGE**

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

## PAGINATION (PLEASE TICK AND SPECIFY BELOW)

Electronic labelling/electronically burning label into image

LABEL LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
VALUE	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
REPRESENTS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
NUMBER OF CHARACTERS/DIGITS	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EXAMPLE LABEL SPECIFICATION: ABC.001.005.001, WHERE Also specify separator value, e.g. ('.', '\_' or '/')

LABEL LEVEL	LEVEL 1	LEVEL 2	LEVEL 3	LEVEL 4
VALUE	ABC	001	005	0001
REPRESENTS	Party/Source	Box	Folder	Document/Page
NUMBER OF CHARACTERS/DIGITS	3	3	3	4

Pagination Position:  Top Right  Bottom Right  Top Left  Bottom Left

Document Delimiter:  Top Right  Top Left  None

Please note that labels will be positioned on the bottom right hand corner of each page unless otherwise specified.

## SPECIAL INSTRUCTIONS (PLEASE SPECIFY BELOW)

## DELIVERY

Signature:  Print Name:  Date/Time: