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Contact Name	Firm	Telephone
Address		Email
Your Reference	Date	Date/Time Required (ASAP not acceptable)

IMAGE SCANNING (please tick) (NB: Files will be named as per default e.g. 0000001, 0000002 etc. unless specified otherwise)	
Black & White	Scan as per original size <input type="checkbox"/> Scan to A4 <input type="checkbox"/> A3 <input type="checkbox"/> A2 <input type="checkbox"/> A1 <input type="checkbox"/> A0 <input type="checkbox"/>
	Scan to one-file <input type="checkbox"/> Scan to multiple files as per stapled/clipped/divider <input type="checkbox"/>
	Other (please specify):
Colour	Scan as per original size <input type="checkbox"/> Scan to A4 <input type="checkbox"/> A3 <input type="checkbox"/> A2 <input type="checkbox"/> A1 <input type="checkbox"/> A0 <input type="checkbox"/>
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	Other (please specify):
Image Resolution	200 dpi <input type="checkbox"/> 300 dpi <input type="checkbox"/>
	Other (please specify):
Image Format	Single Page TIFF <input type="checkbox"/> Multi Page TIFF <input type="checkbox"/>
	PDF (image only) <input type="checkbox"/> PDF (text searchable) <input type="checkbox"/>
	JPEG <input type="checkbox"/> Ringtail (single page TIFF, text searchable PDF, .mdb) <input type="checkbox"/>
	Other (please specify):
Export/Other	Create directory structure to folder level <input type="checkbox"/>
	Manual document naming (determined from document content, Doc Id or other agreed protocol) <input type="checkbox"/>
	Other (please specify):
Output	CD <input type="checkbox"/> DVD <input type="checkbox"/> USB <input type="checkbox"/> HDD <input type="checkbox"/>
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PAGINATION (please tick)					
<input type="checkbox"/> Supply labels and manually paginate documents	<input type="checkbox"/> Electronic labelling/electronically burning label into image				
Please specify format of label as per example below					
Label level	Level 1	Level 2	Level 3	Level 4	
Value					
Represents					
Number of characters/digits					
Please note that removable labels will be placed on the bottom right hand corner of each page unless otherwise specified or if the label obscures the document.	Example label specification: ABC.001.005.001, where				
	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
Also specify separator value, e.g. ('.', '_' or '/')					

DELIVERY		
Signature	Print Name	Date/Time

