



# EED Instruction Sheet

<b>Contact Name:</b>	<b>Firm:</b>	<b>Telephone</b> (after hours if logged after 4pm):	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<b>Address:</b>		<b>Email:</b>	
<input type="text"/>		<input type="text"/>	
<b>Your Reference</b>	<b>Date:</b>	<b>Date Required:</b>	<b>Time Required:</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- |   |  |
|---|--|
| <input type="checkbox"/> Initial Price Estimate Required            | <input type="checkbox"/> Processing Methodology Attached                             |
| <input type="checkbox"/> Federal Court Practice Note PN17 compliant | <input type="checkbox"/> 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)

<b>Output File Type</b>	<b>Colour Space</b> (B&W – 1 bit, colour as original – 24 or 8 bit)	<b>Resolution</b> (Recommended 150dpi for colour, 200dpi for b&w)
<b>EXAMPLE: TIFF</b>	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.



## EED Instruction Sheet

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

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

Document Delimiter:     Top Right     Top Left     None

### Special Instructions

### Delivery

Signature:        Print Name:        Date/Time: