



Scan Order Form

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

Scanning

(NB: Files will be named as per default e.g. 0000001, 0000002 etc. unless specified otherwise)

Colour	<input type="radio"/> B&W	<input type="radio"/> Colour as original
Size	<input type="radio"/> Scan as per original size	Scan to <input type="radio"/> A4 <input type="radio"/> A3 <input type="radio"/> A2 <input type="radio"/> A1 <input type="radio"/> A0
	<input type="radio"/> Scan to one -file	<input type="radio"/> Scan to multiple files as per stapled/clipped/divider
	<input type="radio"/> Other (please specify):	<input type="text"/>
Reinstatement of Originals	<input type="radio"/> Yes <input type="radio"/> No	

Image Resolution	<input type="radio"/> 300 dpi <input type="radio"/> Other (please specify):	<input type="text"/>
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Image Format	<input type="radio"/> PDF (image only) <input type="radio"/> PDF (text searchable)
	<input type="radio"/> Ringtail (text searchable PDF, and export .mdb) Please specify starting Doc ID <input type="text"/>
	<input type="radio"/> Other (please specify): <input type="text"/>

Export/Other	<input type="radio"/> Create directory structure to folder level
	<input type="radio"/> Manual document naming (determined from document content, Doc Id or other agreed protocol)
	<input type="radio"/> Other (please specify): <input type="text"/>

Output	<input type="radio"/> CD <input type="radio"/> DVD <input type="radio"/> USB <input type="radio"/> HDD <input type="radio"/> Download from Law In Order portal (FTP)
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NEXT PAGE



Scan Order Form

Pagination

Yes No

Type: Numeric Doc ID Doc ID – Page number Other

Position: Top Left Top Centre Top Right

Bottom Left Bottom Centre Bottom Right

Starting page #:

Pagination sequence: Numbering continuously throughout

Document Delimiting

Delimit by staple/ clips/flags

Document Delimiting, Coding and Host/Attachment Determination will require initial consultations with one of our project managers to determine your requirements.

Delimit according to protocols

Host/Attachment determination

Please specify the format that you would like to receive your data in
i.e Ringtail, Summation, MS Access, ASCII, etc.

Objective Coding & Data Entry

Objective Coding per Law In Order Standards
(Date, Estimated Y/N, Document type, Title and up to 10 parties)

Date and Title Only

Other (please specify):

Special Instructions

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