



Detroit Legal Imaging

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Scan Order Form

Date:_____Due:_____Customer:_____CM#_____
Phone/Ext.:_____Ordered by: _____Salesperson:_____

Doc Breaks ? _____

Match Binding Elements? Y / N

Do we Scan: **Covers/Folders/Folder Tabs/Index Tabs/Post it Notes/Remove & Replace**

Loose pages grouped? **together / logical / individually**

Starting Image Key?_____ / Match?

Scan color documents as: **Color for Color / Smart Color / B&W**

Exporting:

OCR: **all images / none**

Burn-in Image key? **Y / N** File format: **tiff/jpeg / pdf** files?

Standard Export (with all load files, viewer, & manifest) ? **Y / N**

Printing:

Blow-back images? **Y / N**

Staples / Slip Sheets / Burn in Image Key / message_____

of Sets:_____ Print : **All / Bates range:**_____

Other Instructions:

For Detroit Legal staff:

Project\Box name:_____Descript. Of Originals:_____

of scans/OCR:_____# of imports:_____# of CD's written:_____

of Map reductions\scans:_____# of color scans:_____# of blowbacks:_____

Bates ranges:_____

Quality Checked by: _____ **Date:**_____