

EDD Order Form

TODAY'S DATE	DATE DUE
CONTACT NAME (First→Last)	TEL / EXT
FIRM	CLIENT MATTER/REFERENCE
PROJECT DESCRIPTION	GSB JOB #
PROJECT NAME	



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SOURCE DATA INFORMATION:

MEDIA TYPE(S): CDs DVDs HDD

NUMBER OF:

APPROX NUMBER OF FILES APPROX SIZE OF DATA NUMBER OF CUSTODIANS

DATA TYPE(S): PST(s) NSF(s) E-DATA (LOOSE FILES)

OTHER: _____

FULL CONVERSION TEXT/METADATA

NAME ON CD LABEL

CD VOLUME

PROJECT SETUP: STARTING BATES NUMBERS / DOC ID

PREFIX: _____ SPACE SEPARATOR NO YES

NUMBER _____

BURN IN: YES NO - LOCATION _____

DESIGNATION YES NO - LOCATION _____

DESIGNATION TEXT: _____

EDD PROJECT SPECIFICS:

PRE-PROCESSING REPORT

TEXT/METADATA

FULL CONVERSION (METADATA, FULL-TEXT, IMAGES)

DE-DUPLICATION: (DELETE DUPLICATES)

ACROSS POPULATION

WITHIN CUSTODIAN

PROCESSING ORDER:

REVERSE CHRONOLOGICAL (PRESENT→PAST)

FORWARD CHRONOLOGICAL (PAST→PRESENT)

ALPHA NUMERIC (BY DIRECTORY AND FILE WITHIN A DIRECTORY)

DOCUMENT UTILIZATION:

PER INDIVIDUAL FILE (NATIVE DOC BREAKS)

PER EMAIL (ATTACHMENTS INCLUDED W/EMAIL AS ONE DOCUMENT)

PROCESSING OPTIONS:

TIME ZONE: PST GMT OTHER: _____

EDD PROJECT DELIVERABLES:

LOAD FILES TO PROVIDE:

IPRO (.lfp) OPTICON (.log)

SUMMATION (.dii) CONCORDANCE (.dat)

INCLUDE METADATA CONCORDANCE (.dcb)

SUMMATION (.csv) dcb VERSION: _____

IPRO PUBLISH VIEWER OTHER: _____

EDDIE VIEWER

PROVIDE ON MEDIA:

TIFF: SINGLE PAGE MULTI PAGE

JPEG PDF FULL TEXT

SOURCE FILES CROSS REF. IN DATABASE TO SOURCE FILES

DELIVERY MEDIA:

CD DVD FTP EMAIL

HARD DRIVE OTHER: _____

NUMBER OF CD SETS DVD SETS TO CONTACT

SFL STANDARD LABELS

CUSTOM: _____

Z-PRINT BLOWBACK PROJECT:

B & W COLOR

SLIPSHEETS

PER DOCUMENT - COLOR _____

BLANK FILENAME ONLY

DEFAULT TEMPLATE FOLDER AND FILENAME

EXCEL

AS IS (NO FORMATTING) FORMAT

EMAIL

TIME ZONE PST GMT OTHER: _____

NUMBER OF BLOWBACK SETS TO CONTACT

REGULAR COLLATED

3-HOLE UNCOLLATED

2-HOLE

SPECIAL INSTRUCTIONS
