

# Scan/Digital Order Form

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



370 Park Avenue South • New York, NY 10010  
 phone: 212 684-3600 • fax: 212 684-3613 • www.gsbinc.net

**ORIGINALS:**

NUMBER OF  BOXES  REDWELDS  FOLDERS  BINDERS

SCAN PROJECT  OCR PROJECT  PDF↔TIFF

PROJECT SETUP: STARTING BATES NUMBERS / DOC ID

MATCH BATES NUMBERS  WITH SPACES  WITHOUT SPACES

CUSTOM BATES NUMBERS

SPACE SEPARATOR

PREFIX: \_\_\_\_\_  NO  YES

NUMBER: \_\_\_\_\_

IMAGE FILE NAME (NON-STANDARD)

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BURN IN:  YES  NO – LOCATION \_\_\_\_\_

DESIGNATION:  YES  NO – LOCATION \_\_\_\_\_

DESIGNATION TEXT: \_\_\_\_\_

**SCAN PROJECT SPECIFICS:**

SCAN ALL: \_\_\_\_\_  SCAN ONLY: \_\_\_\_\_

CHECK WHAT YOU WOULD LIKE SCANNED:

YES	NO	YES	NO
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
COVERS		SPINES	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FILE TABS		SLIP SHEETS	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FILE COVERS		STANDARD LANGUAGE	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DIVIDER TABS		REDWELDS	
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

POST-IT  REMOVE AND REPLACE  SCAN WITH POST-IT AND WITHOUT NOTES:  SCAN POST-IT ON OWN PAGE IF TOO LARGE TO FIT

OVER-SIZE:  SCAN LEGEND  SHRINK TO 11X17

INCLUDE SIZE-FOR-SIZE COPY

COLOR:  PHOTOS  GRAPHS  MAPS  HIGHLIGHTS

OTHER: \_\_\_\_\_

SCAN@200 DPI  SCAN@100 DPI  SCAN B&W

SCANNING SPECIAL INSTRUCTIONS:

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I have reviewed this order form with the contact ordering the work and understand the written instructions to be clear, accurate and complete.

Name and Signature

Time and Date

**SCAN PROJECT DELIVERABLES:**

LOAD FILES TO PROVIDE:

IPRO (.lfp)  RINGTAIL

SUMMATION (.dii)  OPTICON (.log)

INCLUDE METADATA  CONCORDANCE (.dat)

SUMMATION (.csv)  CONCORDANCE (.dcb)

IPRO PUBLISH VIEWER  dcb VERSION: \_\_\_\_\_

EDDIE VIEWER  OTHER: \_\_\_\_\_

IMAGES:  TIFF:  SINGLE-PAGE  MULTI-PAGE

JPEG  PDF  W/IMAGES  SEPARATE FOLDER

OCR:  SINGLE /MULTI-PAGE  PDF SEARCHABLE

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DELIVERY MEDIA:  CD  DVD  FTP  EMAIL

HARD DRIVE  OTHER: \_\_\_\_\_

NUMBER OF  CD SETS  DVD SETS TO CONTACT

SFL STANDARD LABELS

CUSTOM: \_\_\_\_\_

DOCUMENT UTILIZATION:

PHYSICAL

STAPLE / CLIP / BIND / BAND  SLIPSHEET

OTHER: \_\_\_\_\_

LOOSE PAGES:  AS ONE DOCUMENT  AS INDIVIDUAL DOCUMENTS

LOGICAL

SEE SCANNING SPECIAL INSTRUCTIONS

BOUNDARY DEFINITIONS:

SOURCE  BOX  FOLDER  DOCUMENT  CHILD

CODING:

IPRO CODING SHEETS  CODING MANUAL

CUSTOM FIELD: \_\_\_\_\_

**TIFF / PDF BLOWBACK PROJECT:**

B&W  COLOR

WITH BATES NUMBERS  WITHOUT BATES NUMBERS

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NUMBER OF BLOWBACK SETS TO CONTACT

REGULAR  COLLATED

3-HOLE  2-HOLE  UNCOLLATED

SLIPSHEETS:  PER DOCUMENT – COLOR: \_\_\_\_\_

RE-ASSEMBLY

CUSTOM SLIPSHEET – COLOR: \_\_\_\_\_