

Gill Digital Services, LLC
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JOB NUMBER	
TODAY'S DATE	TIME TURNED IN
SALES REP	
ORDER TAKER	
NO. OF ORIGINALS	NO. OF COPIES
JOB LEVEL	PRICE
DATE DUE	TIME DUE

CLIENT NAME
ADDRESS
PHONE
ORDERED BY
CLIENT MATTER

SCANNING

UNITIZATION

- Smallest Physical
- Largest Physical
- Logical
- Other _____

DO WE SCAN?

- | | | |
|---------------------|--------------------------|--------------------------|
| | YES | NO |
| Slip Sheets | <input type="checkbox"/> | <input type="checkbox"/> |
| Covers | <input type="checkbox"/> | <input type="checkbox"/> |
| Folders/Redweld | <input type="checkbox"/> | <input type="checkbox"/> |
| Tabs | <input type="checkbox"/> | <input type="checkbox"/> |
| Flags/Post-It Notes | <input type="checkbox"/> | <input type="checkbox"/> |
| Spines | <input type="checkbox"/> | <input type="checkbox"/> |
| Color for Color | <input type="checkbox"/> | <input type="checkbox"/> |

OVERSIZE

- Color for Color
- Size for Size
- Reduce/Enlarge %

PAGE / DOCUMENT ID NO. AND BRANDING

- Starting No. Font Size & Type
- Electronic Bates No. Physical Bates No. Bates Original
- Bates Copy Spaces Between Prefix & Number
- No Spaces Between Prefix & Number Prefix Suffix

CODING FIELDS (Filename, Doctype, Date, Etc...)

- Field 1
- Field 2
- Field 3

RESOLUTION

- 400 dpi 300 dpi (default) 200 dpi Other _____

BLOW BACKS

- Quantity Copy Set _____ Insert Slipsheet (color) _____

DISK CREATION

- Quantity of CD _____ Quantity of DVD _____
- Create CD Label Y N (If YES, please see back for CD LABEL)

FINISHING

- Rebind Original
- Restaple Originals
- Reclip Originals
- Do Not Restaple
- Do Not Reclip
- Rubberband Copies per _____
- Chipboard Copies per _____
- Staple Copies per _____

SEE SPECIAL INSTRUCTIONS

SAVE FILE AS

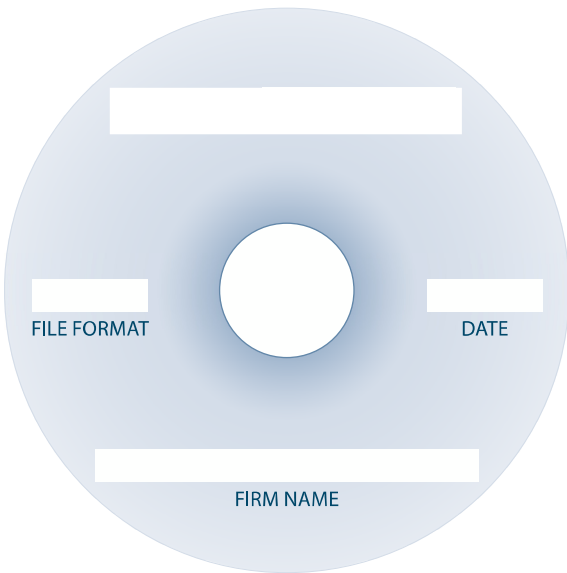
- | | | |
|-----------------------------------------|--------------------------------------------|-------------------------------------------|
| <input type="checkbox"/> PDF | <input type="checkbox"/> Summation | <input type="checkbox"/> Delimited Text |
| <input type="checkbox"/> PDF Searchable | <input type="checkbox"/> Concordance | <input type="checkbox"/> DB/TextWorks |
| <input type="checkbox"/> TIFF | <input type="checkbox"/> IPRO | <input type="checkbox"/> Sanction |
| <input type="checkbox"/> JPEG | <input type="checkbox"/> Doculex | <input type="checkbox"/> Total VZN |
| <input type="checkbox"/> OCR (Text) | <input type="checkbox"/> Ringtail CaseBook | <input type="checkbox"/> Laserfiche |
| <input type="checkbox"/> OCR (MS Word) | <input type="checkbox"/> OmniDox (Custom) | <input type="checkbox"/> JFS Lit Notebook |
| <input type="checkbox"/> Single Format | <input type="checkbox"/> Storm Viewer | <input type="checkbox"/> Case Map |
| <input type="checkbox"/> Multi Format | <input type="checkbox"/> Introspect eCM | <input type="checkbox"/> Trial Director |
| | <input type="checkbox"/> DT Search | |

JOB NUMBER

SPECIAL INSTRUCTIONS

CD LABEL

STANDARD CD LABEL *(as shown below)*



SPECIAL CD LABEL

- Client Name
- Date
- Project Name
- Custodian Name
- CD Volume
- Begin & End Dates
- Other

SPECIAL PRICING

BOX INSTRUCTIONS

- Box Originals & Copies Together Box Originals & Copies Separately Use Brown Boxes Use Client Provided Boxes

CLIENT SIGNATURE _____

SALES SIGNATURE (REQUIRED) _____