

**Job Number:**

AE:

PM:

Firm:

Contacts:

Email:

Phone:

Additional  
Contact Info:

Case:

Client Matter:

Today's  
Date:Due  
Date:Data/Job  
Description:☐ Natives:☐ Images:Selective  
Instructions:☐ Local

Time Zone

☐ GMT☐ Other:

Filtering

☐ Deduplication

by:

Filter by:

☐ Keywords☐ Date☐ Other☐ File Type/Ext☐ (de)NIST list

Volume Name:

Numbering: ☐ Start at☐ Variable - See Notes

Text

☐ Document-Level Text☐ Separate directory☐ Page-Level Text☐ Same directory as images

Metadata

Structure

☐ eLit Standard☐ Project Standard☐ Client Standard☐ Other:

Format

☐ Concordance DAT☐ Concordance Database☐ Ringtail MDB☐ Delimited Text (CSV)☐ Other:

Deliver via:

Sets:

Label:

Delivery Notes:

Format

☐ Page-Level TIF/JPG☐ Document-Level TIF☐ PDF - Searchable☐ PDF - non-Searchable

Images

Endorsement

☐ Image Key☐ Message:Image Load  
File Format☐ IPRO LFP☐ Opticon/Image OPT☐ Summation DII☐ Ringtail MDB☐ IPRO IPublish☐ Trial Director OLL☐ Other:☐ Print

Notes: