



IMAGING

SUMMITT REPROGRAPHICS

2029 Century Park East #4420 Los Angeles, CA 90067

Telephone (310)788-3481 Fax (310)788-3418

Specializing in litigation services

Firm Name _____

Address _____

Telephone # _____ Ext #: _____

Ordered by: _____

Client # / Matter # _____

Today's Date _____

Time turned in _____

Date Due _____

Time Due _____

Job description: _____

Number of original turn in _____

DO WE SCAN

Yes No Only if #'d

- Covers Yes No Only if #'d
- Spines Yes No Only if #'d
- Redwelds Yes No Only if #'d
- Folders Yes No Only if #'d
- Slip Sheets Yes No Only if #'d
- Exhibit Tabs Yes No Only if #'d
- Standard Language Yes No Only if #'d
- Other _____ Yes No Only if #'d

Post-It Notes

- Remove & Replace
- One with / One without
- As a Separate Doc

Oversize Pages

- Size for Size
- Reduce to _____ %
- Legend Only
- Scan in Sections

Color page

- Color for color (JPG)
- B & W for Color
- Grayscale/Halftone

OCR

- Yes No

Rotation Needed

- Yes No

.DATA & LOADFILES

- Concordance
- Summation
- Trial Director
- Relativity
- Ringtail
- Opticon
- Sanction
- DB Text Works
- IPRO
- Other _____

VIEWERS

- IPRO
- Adobe Reader
- Other _____

PDF

- Image only
- Image with hidden text (searchable)
- Bookmarks Per
- Bookmarks with text (Index)

BATES NUMBERING IMAGE KEY

- Match Existing Bates Number
- Create Bates Number (Image Key)
 - Control (Non-Permanent on Image)
 - Brand / Endorse (Permanent on Image)

Prefix: _____

Start #: _____

Suffix: _____

Space Yes No

INDEXING

- Source
- Box
- Folder
- Other _____

DIGITAL PRINTING / BLOWBACKS

- Blowbacks All No Blowbacks
- Selective Blowbacks # Of Sets _____
- Include Page Name Other Caption

MEDIA INFORMATION

No. Of CD Sets: _____

Volume Name: _____

CD Label: _____

ASSEMBLY

- Size for Size
- All Reduce to 8½ x 11
- Slipsheets
- Staples and Clips
- Color for Color
- B & W
- Loose

MEDIA DUPLICATION

No. Of Originals _____

No. Of Copies _____

CD

DVD

Floppy

Other _____

Job #: _____

Acct Mgr: Craig S.

C.S.R: _____