



New Jersey Legal

Job #

501 King Avenue
Cherry Hill, NJ 08002
(856) 910-0202 Fax: (856) 910-0037
www.njlc.net NJLC Contact: _____

Name: _____
Address: _____
City/Zip: _____
Suite/Floor: _____ Phone: _____

File Name: _____

File # : _____

Day Due: _____

Time Due: _____

Requested By: _____

Number Of Originals / Boxes: _____

Number Of CD's or DVD's Ordered: _____

SCANNING

Scan Documents By: Binding Element(Default) / By Exhibit / Other _____

Folder Structure: Scan as Original Structure(Default) / Scan as One / Other _____

Items to Scan: Tabs / Folders / Covers / Post-it notes / None / All

Bates Labeling: Manual / Electronic Project's Bates Label Range: _____

Scan Color Documents As: COLOR: Photo's, Charts & Graphs(Default) / Black & White

OCR Documents: Yes / No(Default)
Text(Default) / MS Word / WordPerfect

Redundant Backs: Yes(Default) / No

EXPORTING

Image Formats: Concordance / IPRO / Summation / Sanction / Storm Viewer / Other _____
Single page(Default) / Multi-page / PDF / TIFF

Fields: Begin Doc(Default) / End Doc / Page Count / Attachment / Begin Attach / End Attach

Folder Naming Scheme: Incremental(Default) / Mirror Original

SPECIAL INSTRUCTIONS
