



e-discovery  
SERVICES

e-discoveryservices.net

## WORK ORDER

Name: \_\_\_\_\_

CaseStyle: \_\_\_\_\_

Direct Dial: \_\_\_\_\_

Matter\Billing No. \_\_\_\_\_

Firm: \_\_\_\_\_

Email to: [production@e-discoveryservices.net](mailto:production@e-discoveryservices.net)

DESCRIPTION OF SERVICE	INSTRUCTIONS
<b>e-Discovery Processing &amp; Hosting:</b> Please call 305-323-1341 for technical services pricing.	
<b>Data Conversion to Print File</b> (Provided data converted into appropriate print file format)	
<b>Scanning – Auto feed – 8.5 * 11 B/W or Color</b> (Original must be in good condition to feed through copier/document feeder for multiple copies)	
<b>Scanning Light Litigation – 8.5 * 11 B/W or Color</b> (when a document contains few staples and the original is in good condition with 8.5"x11" or 8.5"x14" size paper)	
<b>Scanning Medium Litigation – 8.5 * 11 B/W or Color</b> (when a document has more staples and clips in a variable size original)	
<b>Scanning Heavy Litigation – 8.5 * 11 B/W or Color</b> (when a document has multiple staples and clips with sticky notes and document are in various sizes [includes oversized documents] and not in good condition)	
<b>Scanning Extensive Handling – 8.5 * 11 B/W or Color</b> (document requires identification and tagging and has large size drawings and onion skin paper and color documents merged together as one file)	
<b>Scanning Heavy Glasswork – 8.5 * 11 B/W or Color</b> (document cannot be copied through the feeder due to the poor condition of the document like cardstock or damaged documents. Or the document has to be reduced in size to fit the specified size)	
<b>Scanning – 8.5 * 14 or 11 * 17 B/W or Color</b>	

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## WORK ORDER

DESCRIPTION OF SERVICE	INSTRUCTIONS
<b>Conversion of Native Files into PDF with Security Code</b>	
<b>Copy - Auto feed</b> (Original must be in good condition to feed through copier/document feeder for multiple copies)	
<b>Copying - Light Litigation</b> (when a document contains few staples and the original is in good condition with 8.5"x11" or 8.5"x14" size paper)	
<b>Copying - Medium Litigation</b> (when a document has more staples and clips in a variable size original)	
<b>Copying - Heavy Litigation</b> (when a document has multiple staples and clips with sticky notes and document are in various sizes [includes oversize documents] and not in good condition)	
<b>Copying - Extensive Handling</b> (document requires identification and tagging and has large size drawings and onion skin paper and color documents merged together as one file)	
<b>Copying - Heavy Glasswork</b> (document cannot be copied through the feeder due to the poor condition of the document like cardstock or damaged documents. Or the document has to be reduced in size to fit the specified size)	
<b>Color Printing 8.5 "x 11"(Paper to Paper) –</b>	
<b>B/W Printing (CD to Paper) – Size 8.5 "x 11"</b>	
<b>Color Printing (Electronic media to Paper)</b>	
<b>Copying - 11" x 17" B/W</b>	
<b>Copying - 11" x 17" Color</b>	
<b>Copying - Cardstock</b> (Color paper up to 80 lb.)	
<b>Copy (Rush Jobs) -</b> (within 24 hrs. Price next day delivery up to 10,000 pages)	
<b>Large Format Scanning</b> <b>( Any Size Drawing – Black &amp; White)</b>	
<b>Large Format Scanning ( Any Size Drawing – Color on regular bond paper)</b>	
<b>Large Format Scanning ( Any Size Drawing – Color Matt, Finish, Glossy paper)</b>	
<b>Large Format Printing( Any Size Drawing – Black &amp; White on regular bond paper)</b>	



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DESCRIPTION OF SERVICE	INSTRUCTIONS
<b>Large Format Printing ( Any Size Drawing – Color on regular bond paper)</b>	
<b>GBC Binding</b> (up to 1" in thickness of original document)	
<b>Velo Bind</b> (up to 1" in thickness of original document)	
<b>3 Ring Binders</b> (up to 3" in thickness of original document)	
<b>Tabs</b> (printed in black and white or color)	
<b>Other Digital Printing Services and Variable Data Printing</b> (on regular paper each side)	
<b>Shredding of Paper Box (Regular Size Box)</b>	

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