

360 K Street • Suite 101 • Anchorage, AK 99501 • (907) 277-2679 • 277-2689 (FAX)

Today's Date: \_\_\_\_\_ Deadline Date: \_\_\_\_\_ Deadline Time: \_\_\_\_\_

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

Address \_\_\_\_\_ Client #/Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone \_\_\_\_\_ Fax: \_\_\_\_\_

**PROJECT INFORMATION**

New Project \_\_\_\_\_  
(provide a name containing 6 characters or less)

Existing Project \_\_\_\_\_  
(provide a name containing 6 characters or less)

**PROJECT FILE RETENTION**

Do Not Retain Any Files (All electronic files in possession of PLC will be destroyed within 3 business days from delivery of your project)

Standard Retention (All electronic files in possession of PLC will be destroyed within 30 business days from delivery of your project)

**PROJECT SOFTWARE**

Summation  Concordance / Opticon

PDF  Other \_\_\_\_\_

**PROJECT PREP BY CLIENT**

Document breaks indicated by: \_\_\_\_\_  
(prep sheets, color sheets, tabs, paper clips, rubberbands, etc)

Document names indicated by: \_\_\_\_\_  
(List provided, see notes)

**BATES / BARCODE**

Bates / Barcode Originals  
(Select if you want printed labels applied to your originals)

Bate / Barcode Images  
Starting Bates#: \_\_\_\_\_

Starting Bates # with text: \_\_\_\_\_

**SCANNING / IMAGING**

Scan All Documents, Including Color & Black-White

Scan Color Images To Greyscale

Scan Color For Color

OCR Imaged Documents

Boundaries / Template Established  
Logical \_\_\_\_\_ Physical \_\_\_\_\_

Coding / Template Established

Watermark / Redaction  
Text For Watermark: \_\_\_\_\_

**DISTRIBUTION**

Save Images To CD - DVD

Viewer CD - DVD

On-Line Document Review

Hard Drive

Blowbacks

Email / FTP UpLoad  
Address: \_\_\_\_\_

Additional Source \_\_\_\_\_

Special Instructions: