

## Production Specifications Workbook

Matter Number:

General Information					
Site Name:	Document Count:				
Production Name:	Document Folder:				
Delivery Date Requested:					
Date Request Submitted:					
Production Output					
Volume Name:	Production Numbering				
Redaction Set:	Prefix:				
Date Format:	Start #:				
Conversion Errors	Sort by the following fields:				
Replace conversion error files with placeholder					

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Volume Name:	Production Numbering			
Redaction Set:	Prefix:			
Date Format:	Start #:			
Conversion Errors	Sort by the following fields:			
Replace conversion error files with placeholder				
Placeholder:				
Include native file				
Remove from production				
Remove full family				

### Image and File Output

By default, images are produced in black and white. To produce images in color, provide detailed instructions in the Special Instructions section of this form.

#### Image Type

PDF	Single-page tiff	Multi-page tiff	Image-only PDF	Native only

#### Text Type

No exported text

Multi-page text file where text exists. Not available for native-only productions.



## Image Endorsements

If your endorsement requests cannot be specified using the options below, provide detailed instructions in the Special Instructions section of this form.

Produc	tion N	lumber	Confi	identia	I			Positions	
Yes	No	Position:	Yes	No	Position:		1	3	5
		Confidential:	Site Valu	e		Production Text	2	4	6
								Watermark 1	
							_	Watermark 2	
							8	10	12
							7	9	11

### Load File Output

#### Image Type

OPT (Opticon image load file)	LFP (Ipro image load file)	DII (Summation load file)
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DOJ (DOJ summation load file and text reference LST file

#### **Data Load Files**

Load file:	File name:	Extension:	
Site Field Name	Production Field Name	Site Field Name	Production Field Name
1.	=	16.	=
2.	=	17.	=
3.	=	18.	=
4.	=	19.	=
5.	=	20.	=
6.	=	21.	=
7.	=	22.	=
8.	=	23.	=
9.	=	24.	=
10.	=	25.	=
11.	=	26.	=
12.	=	27.	=
13.	=	28	=
14.	=	29.	=
15.	=	30.	=



# Production Specifications Workbook

# Delivery

FTP						
Yes	No	Catalyst site (Catalyst wil	Il provide credentials)	Oth	er (Send credentials to	o Catalyst via email)
Encryption						
Yes	No	True crypt container	Zip/RAR	PW/En	cryption key:	
Physical Media						
Yes	No	Copies	CD	DVD	Hard drive	Best fit
		Recipient 1	Recipier	nt 2	Red	cipient 3
Name						
Company						
Address 1:						
Address 2:						
City:						
State/Zip:						
Phone:						
Copies:						

### **Special Instructions:**
