

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

Replace conversion error files with placeholder

Placeholder: \_\_\_\_\_

Include native file

Remove from production

Remove full family

Sort by the following fields:

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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.

**Production Number**

Yes No Position:

**Confidential**

Yes No Position:

**Positions**

1	3	5
2	4	6
Watermark 1		
Watermark 2		
8	10	12
7	9	11

**Confidential: Site Value**

**Production Text**


### Load File Output

**Image Type**

OPT (Opticon image load file)

LFP (Ipro image load file)

DII (Summation load file)

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.	_____	=	_____

