



195 East Livingston Ave.
Columbus, Ohio 43215
614-225-7787
orders@key-evidence.com

KEY EVIDENCE REPROGRAPHIC REQUEST FORM

- DELIVERY
 PICK UP @ KEY

Unless specified, all projects will be copies or scanned to industry standards. Originals will be reproduced once in their entirety and in the order received.

FIRM: _____

PHONE NUMBER: _____

REQUESTED BY: _____

TODAY'S DATE: _____

DATE/TIME NEEDED: _____

ATTY. /CASE REF: _____

PO # _____

ABOUT YOUR COPIES:

Number of
Copies per
Original:

- | | |
|--|--|
| <input type="checkbox"/> Copy all Originals | <input type="checkbox"/> Copy Folders & Binders on white |
| <input type="checkbox"/> Copy only Originals with Post-its/flags | <input type="checkbox"/> Copy Folders & Binders on color
_____ (Color) |
| <input type="checkbox"/> Do NOT copy Post-its. (Remove & Replace) | <input type="checkbox"/> Insert Copies into Folders & Binders |
| <input type="checkbox"/> Copy Post-its & information on Post-its | <input type="checkbox"/> Make COPIES same size as originals |
| <input type="checkbox"/> Make all copies single-sided | <input type="checkbox"/> Reduce/Enlarge all copies to:
_____ (Size) |
| <input type="checkbox"/> Make all copies double-sided | <input type="checkbox"/> Do NOT staple or clip copies. Reassemble originals. |
| <input type="checkbox"/> Make copies single-sided & double-sided as originals. | <input type="checkbox"/> Staple & clip copies as originals |

Bates Labeling:

- Number Originals
 Number 1st set of Copies*

* This number will be electronically-applied to scanned images.

Beginning

Number: _____
(Include any alpha-numeric prefix, leading zeroes, underscores or dashes)

Index Tabs:

- Copy tabs on white
 Copy tabs on _____ (color)
 Insert tabs supplied by Key
 Insert customer-supplied tabs

Binding:

- Leave loose. No binding.
 Bind as original
 One staple, top corner
 GBC bind
 ACCO bind
 3-Hole drill at side
 2-Hole drill at top
 Vinyl covers (Clear & Black)
 Cardstock covers _____ (color)
 Use customer supplied folders & binders
 Use folders & binders supplied by Key

Color Copies:

- Copy originals in color
 Copy originals in Black & White
 Copy same size as originals
 Reduce/Enlarge all copies to: _____ (size)
 Copy photos 2 per page

Trial Exhibits:

- Color Black & White
 Copy same size as original
 Mount on Foamcore (White, Black)
 Flip Chart Highlight Dry Erase

X-Rays:

- Reproduce as positive image Scan to CD
 Reproduce on film

Document Imaging & EDD

- Prep De-prep Color scan Black & White scan Burn to DVD/CD Blowbacks _____ (sets)
- Scan to CD as: Single page tiff Multi – page tiff Pdf
- Coding/Indexing _____
- Database (MS Access, XLS, SQL, Oracle, Foxpro, Dbase)
- Upload files for litigation (Doculex, Summation, Concordance, Trial director, Opticon, Visionary, Introspect, Documatrix, Sanction, Custom load)
- OCR (Text, PDF) Watermarks _____ E-Bates _____
- Redaction Tag all prints _____
- Markup/Highlights on digital images
- Convert documents (Tiff, PDF, Doc, XLS, PPT, DLL, OCX, Outlook, Lotus notes)
- PDF bookmarks and OCR Rename Bulk PDF's or Tiff's Create fillable PDF forms

Additional Instructions on back