

## Scanning Instructions

### CM#/Billing Reference

#### Project Description (select one):

- Scan ALL
- Pick-n-Choose (provide detailed description)
- See Special Instructions

#### Do we Scan (select all that apply):

- Covers  Spines
- Redwelds  File Folder Covers
- File Folder Tabs  Divider Tabs
- Color Slipsheets  Color sheets with Info
- Envelopes  Carbonless Paper
- Checks  Receipts
- Colored Flag with Info  Standard Language
- Blank Pages

#### Color Pages (select one):

- All B/W
- Scan color for color graphs, charts, photos, highlights
- ANY color in color
- See Special Instructions

#### Post-it Notes (select one):

- Remove and replace - do not scan Post-its
- Remove, place on a separate page and scan before page
- Scan page with and without post-it
- See Special Instruction

#### Oversize Documents (select one):

- Scan size for size
- Reduce to \_\_\_\_\_
- Scan Legend Only
- See Special Instructions

#### Document Unitization (select one):

- Smallest physical break
- See Special Instructions

#### Loose Pages (select one):

- Group consecutive loose pages into one document
- Single Page Documents

#### Capture Info to Fields during Scan:

- See Special Instructions

#### Media found in originals:

- Ignore  Scan face
- Duplicate  See Special Instructions

#### Rotation of Landscape Pages:

Landscape Pages are scanned in portrait mode, unless requested otherwise.

#### Numbering/Endorsement:

- Prefix:
- Number:
- Endorse:  YES  NO
- Location:
- Text (confidentiality):

#### Deliverables:

- TIFF/JPG
- PDF (How to name PDF?)
- Load Files \_\_\_\_\_

#### OCR:

- Yes  No

#### Media/Transfer:

- CD/DVD/FD \_\_\_\_\_ How many \_\_\_\_\_
- Media Label  Standard  Custom – See Special
- FTP

#### Special Instructions: