

# Project Intake Form

[CLICK TO SEND YOUR DATA](#)

Firm:

Due Date:

Client Name:

Project (New/Existing):

Case Name:

Existing DB Name:

Client Matter:

New Project Type:

## DATA PROCESSING INSTRUCTIONS

Data Transfer Option:

Extract Embedded Files:

Data Set Name:

Excel Documents:

# of Custodians:

Word Documents:

Time Zone:

Power Point Documents:

Deduplication:

Acrobat Documents:

PDF Portfolio:

Images:

PDF Color Handling:

Image Handling:

General Color:

## PLACEHOLDER

Custom Processing Instructions:

Excel Files:

Media Files:

System Files/unknown:

Other:

[Upload](#) or Email custom export field list to  
[support@expressnetworkas.com](mailto:support@expressnetworkas.com)

## EXPORT INFORMATION

Starting Number:

Export Load Files:

Export Volume:

Data Load File: DAT  DLF:  CSV:  OLL:

Image Load File: OPT  LFP:

Image Type:

Export Fields:

## Project Intake Form

Endorsement 01:

Text or Field:

Data to Endorse:

Endorsement 03:

Text or Field:

Data to Endorse:

Endorsement 02:

Text or Field:

Data to Endorse:

Endorsement 04:

Text or Field:

Data to Endorse:

### HOSTING INSTRUCTIONS

Hosting Platform:

New or Existing:

DB/Workspace Name:

DB Setup:

Custom Instructions:

If adding new data to Existing

Volume:

List of Admin Users:

List of Reviewers:

Special Instructions:

# Metadata Fields

ItemID:   
Begdoc:   
Enddoc:   
Begatt:   
Endatt:   
File Name:   
Custodian:   
All Custodians:   
File Extension:   
File Category:   
File Type:   
File Size:   
Parent Attachment:   
Attachment Count:   
Parent Bates:   
Attach Bates:   
Attachment Names:   
Author:   
Title:   
Email From:   
Email To:

Email Cc:   
Email Bcc:   
Email Subject:   
Email Sent Date Time:   
Email Sent Date:   
Email Sent Time:   
Email Received Date Time:   
Email Received Date:   
Email Received Time:   
Email Message Id:   
Importance:   
Domains:   
Email Sender Name:   
Email Sender Address:   
Email Recipient Name:   
Email Recipient Address:   
Email Bcc Name:   
Email Cc Name:   
Email Cc Address:   
Company:   
Languages Identified:

Password Protected:   
Threshold Exceeded:   
Email Bcc Address:   
Md5 Hash:   
Sha1 Hash:   
File Path Relative:   
Last Saved By:   
Created Date Time:   
Created Date:   
Created Time:   
Last Printed Date Time:   
Last Printed Date:   
Last Printed Time:   
Last Modified Date Time:   
Last Modified Date:   
Last Modified Time:   
Last Accessed Date Time:   
Last Accessed Date:   
Last Accessed Time:   
Sort Date:   
Volume: