

CDS OrderForm - Coding



Contact details

Name Company Email Phone
Address

Pick up information

Collect from company address? Yes
If no, collection address:
Date ordered Date required Time required AM PM
Special collection instructions:

Job details

Material to be collected (please enter quantity):
Boxes Folders Bundles
CDs DVDs USBs

Page numbering

Label Position Top right quadrant Bottom right quadrant Other - please specify:

Level Label					
Text / Number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Characters per Level	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

EXAMPLE	CDS:001:002:0003			
Level Label	Party	Box	File	Page
Text / Number	Text	Number	Number	Number
Characters per Level	3	3	3	4

Special instructions:

Delimiting

Delimiting Document level Folder level
Special instructions:

Data fields

Mandatory
 Document ID Document title Document type Date (DD/MM/YYYY)
 Host document ID Folder and file name Document status

Optional
 Redacted Privileged Privilege reason Confidential Discovery category
 Document description Estimated date Container type Container path Document category
 File type

Individual parties
 Author Recipient Copy recipient(s) Attendees Parties

Organisational parties
 Author organisation Recipient organisation Copied organisation(s) Attendee organisation(s) Organisational parties

Custom fields (please describe objective data to be captured by each):

Special instructions:

Project specific documents

Document management protocols Will provide Please create
Coding guidelines Will provide Please create
Unique document type folder Will provide Please create
Special instructions:

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Output

List Format

- Hard copy Electronic

Chronological Format

- Earliest to latest date Latest to earliest date

Data Format

- Ringtail Export Delimited ASCII Text File MS Word MS Excel
 MS Access Other - please specify:

Page Format

- Single page TIFF Multi page TIFF Single page PDF Multi page PDF

- OCR with text recognition

Transfer Medium

- CD / DVD Hard drive Email
 Other - please specify:

Special instructions:

Thank you for your order.

Please note: For orders placed outside 8 am - 6 pm weekdays, please call CDS on (07) 3020 2777 (Brisbane) or (02) 9216 4400 (Sydney) to confirm we have received your request.