

CDS OrderForm

Scanning & Media Reproduction



Contact details

Name Company Email Phone
Address

Pick up and delivery information

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

Job details

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

Scanning

Exact IMAGE ALL DOCUMENTS EXACTLY AS ORIGINALS
B&W / Colour B&W only Copy only
 Custom - please specify:
File Type PDF TIFF JPEG
Size 100% A4 A3
 A2 A1 A0
Resolution 200 dpi (default) 300 dpi 600 dpi
File Renaming Automatic sequential number Manual
 Custom - please specify:

Finishing

Single / Multi- page Single page Multi page
OCR OCR with text recognition only OCR with correction / formatting

Media Duplication

Original Media CD DVD VHS Audio cassette
Output Media CD DVD VHS Audio cassette

Special instructions

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.

BRISBANE
Level 2, 171 Elizabeth Street, Brisbane, QLD 4000
Call: 07 3020 2777 Fax 07 3220 1244

SYDNEY
12-14 O'Connell Street, Sydney, NSW 2000
CALL 02 9216 4400 FAX 02 9223 7333

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