PUBLIC SCANNING REQUEST

THIS FORM ATTACHED TO VOLUMES WHEN COMPLETED

BOX NO. _____ DATE REQUESTED _____/_____/_____ PRODUCING COMPANY _____

LIST BATES NUMBER RANGES BELOW	LIST BATES NUMBER RANGES BELOW

VOLUME OPTIONS:	RESOLUTION OPTIONS [CDS ONLY]	BATES-NUMBER CODING [$0.08/NUMBER]
☐ CD - *$75/BURN + SCAN CHARGE ; 4,000 – 6,000 PAGES* ☐ DISKETTE - *$25/DISK; NO SCAN CHARGE; UP TO 15 PAGES*	☐ 300 DPI - $0.135/PAGE ☐ 400 DPI - $0.15/PAGE	☐ CODE ALL BATES NUMBERS ALONG WITH IMAGES

REQUESTOR'S NAME/FIRM: _____

CHECK ONE:

☐WILL PICK UP; DATE/TIME: _____

☐FORWARD COPIES BY FEDERAL EXPRESS USING MERILL'S FEDEX ACCOUNT NUMBER: _____

☐FORWARD COPIES BY FEDERAL EXPRESS; REQUESTOR'S FEDEX ACCOUNT NUMBER: _____

FORWARD TO:

_____

_____

_____

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1. PAYMENT INFORMATION MUST BE COMPLETED BEFORE SCANNING BEGINS
2. PLEASE KEEP ALL DOCUMENTS IN THEIR BOXES, IN THE PROPER ORDER.
3. YOU MAY STAND THE REQUESTED DOCUMENTS UP VERTICALLY INSIDE THE BOX TO SPEED UP SCANNING.
4. BRING THIS FORM DIRECTLY TO THE FRONT DESK.
5. DO NOT INCLUDE BATES NUMBER GAPS WHEN LISTING BATES RANGES; IF YOUR LISTED RANGE INCLUDES A GAP IN THE BATES NUMBERS, COMPLETION OF YOUR REQUEST MAY BE DELAYED.

PAYMENT:

☐CASH $_____._____

☐VISA #_____
EXP _____/_____

☐MASTERCARD #_____
EXP _____/_____

☐MERRILL/OTHER ACCOUNT

_____

DATE FULFILLED:_____/_____/_____ SMART INITIALS: _____/_____/_____

VERIFIED BY MERRILL: _____/_____/_____ MERRILL INITIALS: _____/_____/_____