

# DMR COLLATION - CLIENT COVER INSTRUCTION SHEET



Please tick the relevant service boxes to instruct your selection choice  
 Send to support@dmrcollation.co.uk or Unit 9 Bowker House, Lee Mill Bridge, PL21 9EF

**Invoice Terms:**

Hourly Rate

Fixed Fee

Is this a Legal Aid Case?

(if so, we can provide 90-day payment terms)

**Instruction Type:**

<u>Collation Only</u>
Collation & Indexing
Missing records summary

<u>Collation &amp; Chronology (inc. Memo &amp; Missing Records Summary)</u>	
Summary Chronology	Detailed Chronology
Liability admitted	Liability denied

**Additional Services:**

Schedule of Radiology  
(please provide disc passwords)

Digital Booklet  
(including all documents)

Hardcopy of paginated folder set  
(printed double-sided)

Redaction  
(please provide details)

Digital Booklet  
(excluding Chronology)

Hardcopy of paginated folder set  
(printed single-sided)

**Additional Instructions:**

Permission given for DMR Collation to store digital records until claim settled

If paper records provided:

Dispose of all extracted records (blanks/duplicates/recopied)

Dispose of the original collated unpaginated records

Chronology only needs to deal with the specific time period of:

to

Other significant information to identify in review (If not provided in instruction letter) is detailed below:

Your Name /Position:

Date:

If the following information is not provided in an accompanying instruction letter, please detail here:

<b>Your File Reference:</b>		<b>Fee Earner Name:</b>	
<b>Your Company Name:</b>		<b>Contact Email:</b>	
<b>Your Company Address:</b>		<b>Case Background:</b>	
<b>Claimant Name:</b>		<b>Defendant Name:</b>	
<b>Injury Date:</b>		<b>Case Type:</b>	
<b>Record Providers:</b>			

Optical character reader (OCR) will be applied to all scanned records, ensuring the electronic conversion of images of typed or printed text; allowing you to search for recognized text in the PDF records.