

DOCUMENT IMAGING SERVICE ORDER

Purpose: Use this form to route prepared CSC daily work for document imaging.

Instructions: Complete the Document Imaging Service Order and CSC Use section of this form when sending prepared daily work to the Document Imaging Work Center. Ensure that each set of transaction documents is covered with its matching Document Imaging Barcode Cover Sheet. Cover each bundle of daily work (driver / vehicle) with one CRD 100.

| DOCUMENT IMAGING SERVICE ORDER | | |
|--------------------------------|---------------|-----------------------------|
| LOCATION NAME | LOCATION CODE | TELEPHONE NUMBER () |
| PREPARER'S NAME | | PREPARER'S SIGNATURE |

| CSC USE | |
|---|------------------------|
| <input type="checkbox"/> TITLE DOCUMENTS | WORK DATE (mm/dd/yyyy) |
| <input type="checkbox"/> DRIVER DOCUMENTS | WORK DATE (mm/dd/yyyy) |

| DOCUMENT IMAGING WORKCENTER USE | |
|---------------------------------|-----------|
| LOG DATE (mm/dd/yyyy) | LOGGED BY |