

INSTRUCTION SHEET

Please complete digitally, save and send. The 1st page 'Click to Clear' button can be used to clear this form. Blue heading information is needed for estimate requests.



Digital Instructions/Records/Images, email to:
support@dmrcollation.co.uk

Physical Instructions/Records, send to:
Unit 10-12 The Watermark Business Centre, Erme Court,
Leonards Road, Ivybridge, Devon, PL21 0SZ

Today's Date:

Your Reference:

Represented Party:

Claimant
Defendant
Joint

Applicant
Respondent
Other

Estimate Needed:

Instruction Type:

Page Count of all Records:

Yes
No

New
Update

Claim Type: (select from dropdown list)

Liability Admitted: (select from dropdown list)

Instruction Method: (select from dropdown lists)

Records (incl. any radiology reports):

Radiology (images):

If records are sent digitally, a printing charge of 5p per page may apply to records requiring printing to facilitate collation

For any physical discs provided a £10 Return or Secure Disposal Charge may apply per returned parcel or per disc disposed of

Invoice Terms: (select from dropdown lists)

Rate (Hourly or Fixed Fee):

Payment Terms:

Expected Turnaround Times
Standard = 20-30 Working Days
Urgent = 10 Working Days

*Invoice payment terms are within 30-days
(unless agreed otherwise in advance*)*

*If other payment terms are requested, please detail these below:

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Services Required: (select from dropdown lists)

Core Service Option:

Optional Services:

Hosting on the ALLDOQ Shared Workspace:
(incl. any case radiology)

Schedule of Radiology Preparation:

Digital Booklet Preparation:
(Consolidated bookmarked & hyperlinked pdf **)

Hard Copy of Record Set:
(Presented in lever arch files **)

***for all instructions we provide a digital copy of individual record sections (as text searchable pdfs).*

Redaction required:

No:
Yes: ***

Return of any Extracted Records required:

No:
Yes: including duplicate records

***If Yes, please select all redaction required below: Press the Ctrl button for multiple line selection

Any other redaction information / requirements:

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Injury Date / Date of Knowledge:

Main Injuries:

For example, traumatic brain injury, spinal injury, psychiatric injury, birth injury, etc.

Brief Case Background:

Record Bundle Type: Please select below all record types being provided

Medical (GP, Ambulance, Hospital)
Rehabilitation / Private Treatment
Case Management
Support Worker
Care Home
Optician
Dentist

Council (Social Services / Care)
Department for Work & Pensions
Occupational Health
Personnel / Employer
Military
Education
Other →

Record Collation and Pagination Preferences:

The standard bates numbering used supports record updates without disrupting existing pagination. Records are collated in ascending date order and duplicate records are removed. Different record types are typically returned as separately indexed/paginated bundles—for example: Medical (incl. Dental & Optician), Rehabilitation, Case Management & Care Home. Each bundle will include a separate index and use a unique page identifier. If you prefer certain record types to be combined into a single bundle or require a specific pagination format such as continuous numbering, please indicate your preferences here.

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Record Source / Provider:

Please enter here all individual record provider names for the index, i.e. the name of the case management company, private physiotherapist / consultant, general practitioner etc.

Any Specific Chronology / Record Review Instructions (if applicable):

For example, any significant information you would like us to identify or focus on in our review - in addition to our standard review.

Details of any passwords needed to access the records or radiology provided:

Name of Claimant / Applicant

Claimant Date of Birth (if applicable):

Name of Defendant / Respondent:

Your Organisation Name:

Your Organisation Address:

Main Fee Earner Name/Position:

Main Fee Earner Email Address:

Your Name / Position (if different):

Your Email Address (if different):

Details of colleagues also requiring access to the completed work