



Physical Media Cover Sheet

Before sending any data on physical media to Everlaw, please fill out this form to verify the information for security purposes.

Everlaw
ATTN: Customer Success
2101 Webster St, #1500
Oakland, CA 94612

Sender Information

Please print the following information for the person authorizing the upload of this data.

Name <i>(first and last)</i>	Organization <i>(if applicable)</i>
Email	Phone Number
Everlaw Database	
<i>Please enter the name of the database exactly as it appears within Everlaw.</i>	
Everlaw Partial Project(s)	
<i>Please enter the name(s) of any additional partial projects to which these documents should also be uploaded. Leave blank if none.</i>	

Media Information

Please print the following information for the media included in this package. Do NOT include the password(s) with this form; if applicable, please email passwords to support@everlaw.com.

Item and Description <i>Include any available information: labels, barcodes, manufacturer, model, serial number & noticeable damage (E.g. black Seagate hard drive Serial Number XXXXXX, no damage)</i>	Quantity