[Date]

[Recipient Name]
[Recipient Title/Firm]
[Address Line 1]
[Address Line 2]

RE: [Case Name / Matter Number] - Instructions for Exhibit Formatting

Dear [Recipient Name],

Please follow these instructions when preparing and formatting exhibits for the upcoming [Trial/Deposition/Filing] scheduled for [Date]. All materials must be submitted no later than [Deadline Date].

1. Electronic File Naming
Files must be named using a consistent convention: [Prefix]_[Exhibit Number]_[Brief Description].pdf (e.g., PLTF_001_Contract.pdf). Use leading zeros for numbering to ensure proper sorting.

2. File Format
All exhibits must be provided in searchable PDF format (OCR). If an exhibit contains spreadsheets, please provide the original Excel (.xlsx) file in addition to the PDF version.

3. Pagination and Bates Stamping
Every page must contain a unique Bates number in the bottom right corner. Ensure that the stamp does not obscure any text or signatures on the original document.

4. Document Markers and Redactions
[Insert instructions regarding colored digital tabs or specific redaction requirements for sensitive information].

5. Physical Copies (If Applicable)
If physical binders are required, please provide [Number] sets. Each binder must include a table of contents and numbered side tabs corresponding to the exhibit numbers.

6. Delivery Method
Electronic files should be uploaded to [Secure Link/Portal] or delivered via [USB/Email].

Please confirm receipt of these instructions. If you have any questions regarding these formatting requirements, contact [Name] at [Phone Number/Email].

Sincerely,

[Your Name]
[Your Title]
[Your Organization]