

NeatScan™

This optional NeatScan Description form is a great way to name your NeatScan Box/Envelope or any Folders that you place within them. When we scan your documents we will use this form to name them. If you do not use this form, we will name your NeatScan Box/Envelope with a system generated name, which you can later edit.

STEP 1: Please select 'Box/Envelope' or 'Folder' based on where you place the form.

Box/Envelope

Folder

IMPORTANT: NO HANDWRITING ACCEPTED

Please open this PDF on your computer, you will be able to check the boxes and fill out the form, then print it out.

STEP 2: Please type in a description for the 'Box/Envelope' or 'Folder'

STEP 3: Print this form and insert it in the NeatScan Box/Envelope or Folder

To use this form correctly, make sure to...

- **Place it correctly** - Always place the form on the top of your papers like a cover sheet.
- **Use a separate form for each name** - For example, if your NeatScan Box has two folders, you will need a separate form to name your NeatScan Box, and two more forms to name each of the folders within them.



DESCRIPTION