

TRANSCRIPT ORDER FORM

Witness: _____ **Date:** _____ **Job No.:** _____
Case: _____

Read & Sign: _____ **Send To: Witness Attorney: Address:** _____
e-mail: _____

DELIVERY			
	Standard Delivery (7 to 10 business days)		Expedited Delivery* - DUE DATE:
	Rough Draft* – cc:		Realtime*

*Additional Charges

TRANSCRIPT FORMAT		includes sealed original to taking attorney
	PRINTED WITH ELECTRONIC: Printed Full, Mini, Exhibits (if applicable) and Disk. Includes email and repository access of e-Tran, ASCII, PDF, OCR scanning of exhibits and other common formats.	
	ELECTRONIC ONLY: Files will be sent via e-mail and disk. Includes email and repository access of e-Tran, ASCII, PDF, OCR scanning of exhibits and other common formats.	
	NO ORDER	

EXHIBITS			
	Printed w/ OCR Scanned		OCR Scanned Only
			No Exhibits

VIDEO		SPECIAL LOAD FILES
	Sync – Transcript-Video-Exhibit	LEF (LiveNote)
	M-PEG on Thumb Drive	SBF (Summation)
	DVD	XMEF (Text-Map)

I understand that by signing this firm, I acknowledge my contractual responsibility for timely payment of all items ordered. If I fail to pay within thirty (30) days, I agree to pay interest at 18 % simple interest per annum. If this matter is turned over to an attorney for collection of no-payment, I also agree to pay reasonable attorney's fees, legal expenses and court costs.

Attorney/Firm: _____

Billing e-mail: _____

CC e-mail to Legal Assistant/Co-Counsel: _____

Signature: _____

STANDING ORDER – This represents the firm's order for all depositions taken in the matter.