

Transcript Order Form Copy Parties

***Litigation Services standard deliverable is digital, if a hard copy is required please note in "Special Instructions".**

Job No.: _____ Job Date: _____ Reporter: _____

Witness 1: _____ Witness 2: _____

Caption: _____

<p>Copy Attorney: _____</p> <p>Firm: _____</p> <p>Party Representing: _____</p> <p>Attorney Email: _____</p> <p>CC: Legal Assistant or Co-Counsel Email: _____</p> <p>Signature: _____</p> <p>Transcript Order: Rough Draft <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Expedite Final due in 8-10 business days</p> <p><input type="checkbox"/> Standard Deliverable Includes: E-Tran, Original and CD with the following files included on the CD: Full, Condensed, Word Index & Exhibits.</p> <p><input type="checkbox"/> Electronic Only: PDF with Linked Exhibits</p> <p><input type="checkbox"/> No Exhibits</p> <p>Special Instructions: _____</p>

By signing this form, I agree that my firm or I will be solely responsible for payment of the invoices that will be rendered for the services represented by the items checked and signed above. My firm and I will also be responsible to pay a service charge of 1.5% per month for any invoices that are not paid within 30 days of the invoice date and all costs and expenses of collection including reasonable attorney's fee of 25%, which are incurred in attempting to collect any unpaid invoices.