

ORDER ON TRANSCRIPT

Order taken by: \_\_\_\_\_ DATE: \_\_\_\_\_

PARTY PLACING ORDER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_) \_\_\_\_\_

CASE TITLE: \_\_\_\_\_

CAUSE NO. \_\_\_\_\_

**DESCRIPTION OF TRANSCRIPT: \*\*\*\*\* BE VERY SPECIFIC \*\*\*\*\***  
(Date, proceeding, ruling, argument, etc.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TAPE(S)/CD(S) NO. \_\_\_\_\_

DATE TRANSCRIPT IS TO BE COMPLETED: \_\_\_\_\_

FEE: ( ) \$3.95 per page ( ) EXPEDITED \$4.25 per page  
( ) \$1.00 per page to print out previously transcribed material.

ESTIMATE COST: \$ \_\_\_\_\_

**\*\*\*\*\*FULL ESTIMATE DUE BEFORE WORK BEGINS\*\*\*\*\***

Estimated cost of transcription

Tape: figured at a tape count per tape of 0 to 3500. A count of about 50 equals one page of typed transcript, i.e., a full tape would be approximately 70 pages. Please add two pages (first & last) to page estimate.

CD: Multiply total minutes x .83, round up to next whole number, add two pages (first & last) and multiply by either the non-expedited or expedited rate listed above.

When preparing estimate for non-indigent appeal add in the cost of a second copy @ \$1.00 per page.

**\*\*\* FOR COURT REPORTER USE ONLY \*\*\***

TRANSCRIPTIONIST AND DATE ASSIGNED: \_\_\_\_\_

TRANSCRIPT COMPLETED ON : \_\_\_\_\_

ACTUAL AMOUNT BILLED \$ \_\_\_\_\_

( ) Refund of \$ \_\_\_\_\_ ( ) Bill for additional \$ \_\_\_\_\_