

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 \$ _____

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