

Certified Transcript / Video Order Form

If you have not been contacted within 24 hours of submission or have any special requests, please email billing@kusar.com or call 800.282.3376.

Job No: _____ Job Date: _____ Reporter: _____

Case Name: _____

Deponent(s): _____

Attny / Firm: _____

Email: _____ Billing Email (If different): _____

Signature: _____

By signing this form, I, the undersigned, request that I be provided transcripts of the proceeding(s) named above. I will be responsible for reasonable, customary and necessary charges and acknowledge that invoices are due and payable according to terms specified. If invoice is not paid within 30 days, a late fee will accrue. If I am an out-of-town client with no prior credit history, I understand that my order will be delivered on a pre-pay or COD basis. Payment not contingent on client reimbursement. If turned over for collection, I agree to pay all collection costs and attorney fees.

Check All Items You Are Ordering

Transcript Order		
Hard Copy Certified Transcript (Includes full-size, condensed, keyword Index, electronic files on CD, and 24/7 web repository access)		
With Exhibits	No Exhibits	Electronic Exhibits Only
*Electronic Certified Transcript (Includes PDF / TXT electronic files via a HIPAA compliant email link and 24/7 web repository access)		
With Exhibits	No Exhibits	Other Format (PTX, PTZ, ETC...) _____
Rough Draft (Additional fee / Available only when ordered with a certified transcript)		
Expedite needed by: _____ (Standard delivery is 10 business days)		
*By checking Electronic Certified Transcript only, I understand I will be charged the same as a bound copy since it is the court reporter's work product.		

Video Order
MPEG 1 (Plays only on computer DVD / holds up to 4 hrs)
MPEG 2 / Standard DVD (Plays on any DVD player and most computers / holds up to 2 hrs)
Video & Text Synchronization
Other: _____

FOR OFFICE USE ONLY										
Emailed Final on:		Web upload date:			Emailed invoice on:					
Open	COD	Phone Order	Declined		Msgr	Other	UPS	GSO	Weight/Cost:	Ship Date: