

# 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](mailto:billing@kusar.com) or call 800.282.3376.

Job No: \_\_\_\_\_ Job Date: \_\_\_\_\_ Reporter: \_\_\_\_\_

Case Name: \_\_\_\_\_

Deponent(s): \_\_\_\_\_

Attny / Firm: \_\_\_\_\_ Email: \_\_\_\_\_

Billing Email (If different): \_\_\_\_\_ Shipping Address:

*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. This contract is entered into and governed by the State of California, County of Los Angeles.*

Signature: \_\_\_\_\_

## 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

MP4 *(Highly compatible file type / high quality / small file size)*

MPEG 2 / Standard DVD *(Plays on any DVD player and most computers / holds up to 2 hrs)*

Video & Text Synchronization

Other *(Legacy - MPEG 1, etc.):*

### 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: