

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

Check All Items You Are Ordering

Transcript Order		
Hard Copy Certified Transcript <i>(Includes full-size, condensed, keyword Index, electronic files on CD, and 24/7 web repository access)</i>		
With Exhibits	No Exhibits	Electronic Exhibits Only
*Electronic Certified Transcript <i>(Includes PDF / TXT electronic files via a HIPAA compliant email link and 24/7 web repository access)</i>		
With Exhibits	No Exhibits	Other Format <i>(PTX, PTZ, ETC...)</i> _____
Rough Draft <i>(Additional fee / Available only when ordered with a certified transcript)</i>		
Expedite needed by: _____ <i>(Standard delivery is 10 business days)</i>		
*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 <i>(Plays only on computer DVD / holds up to 4 hrs)</i>
MPEG 2 / Standard DVD <i>(Plays on any DVD player and most computers / holds up to 2 hrs)</i>
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: