

# 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 <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
MP4 <i>(Highly compatible file type / high quality / small file size)</i>
MPEG 2 / Standard DVD <i>(Plays on any DVD player and most computers / holds up to 2 hrs)</i>
Video & Text Synchronization
Other <i>(Legacy - MPEG 1, etc.):</i>

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: