



TRANSCRIPT ORDER FORM

REPORTER / FIRM: \_\_\_\_\_

CASE NAME: \_\_\_\_\_

DATE: \_\_\_\_\_ JOB# \_\_\_\_\_ Exhibits: Y N WITNESS: \_\_\_\_\_

DATE: \_\_\_\_\_ JOB# \_\_\_\_\_ Exhibits: Y N WITNESS: \_\_\_\_\_

DATE: \_\_\_\_\_ JOB# \_\_\_\_\_ Exhibits: Y N WITNESS: \_\_\_\_\_

DATE: \_\_\_\_\_ JOB# \_\_\_\_\_ Exhibits: Y N WITNESS: \_\_\_\_\_

ATTORNEY NAME: \_\_\_\_\_ EMAIL: \_\_\_\_\_

LAW FIRM: \_\_\_\_\_ PHONE: \_\_\_\_\_

DELIVERY ADDRESS (no P.O. Box): \_\_\_\_\_

Scheduling Attorney Y / N

Copy Attorney Y / N

Your signature on this form will secure an order that includes: an emailed eTranscript with .txt, .ptx, .pdf transcript files (condensed transcript with keyword index), Pocket Transcript USB drive (exhibits linked to index page in .pdf), and 24/7 access to transcript files stored in our online case repository. Original orders also include one printed original transcript and exhibits for ordering attorney.

**For additional services you must check and initial**

**COURT REPORTING & TRANSCRIPT SERVICES:**

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- Expedited Transcript Delivery

**Check Initial**

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- \_\_\_\_\_ Date Requested \_\_\_\_\_

**SPECIAL SERVICE REQUESTS:**

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\_\_\_\_\_

ATTORNEY SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

I agree that my firm and I will be responsible for the timely payment of any order indicated above that I request from DepoTexas. I agree that if I am an out-of-city client and/or have no prior credit arrangements made with DepoTexas, the items ordered below may be delivered on a COD basis, and I agree to pay for said order under those conditions when delivered. I acknowledge that payment is due within thirty (30) days upon receipt of the invoice(s). All payment should be sent to DepoTexas, 13101 NW Freeway, Suite 210, Houston, TX 77040. All amounts not paid within 30 days will incur a one-time late fee equal to 1.5% of the total invoice. If collection of the invoice is placed in the hands of an attorney, attorney fees equal to at least 30% of the total invoice price shall be due and owing. If any legal action is required, it is agreed that the venue for such shall be in Harris County, Texas.