



RE: TRANSCRIPT ORDER FORM

Transcript Order Forms must be completed for each ordering Attorney

Every Line Must be Filled Out

Reporter to fill out:

- Case Caption, Deposition Date, Deponent Names

Attorney to fill out all other entries - must be in the attorney's handwriting

- Pay special attention to ***Expedited Orders*** - Make sure Attorney fills out the ***date they wish to receive the transcript.***
- Make sure to get the ***Signature*** of the attorney

Unable to get a signed order form at the deposition?

Let us know right away - we will contact our clients for their orders.

Do **NOT** email our clients directly for this information

Send your original forms with your other job information: exhibits, certificates, etc.

These forms must be submitted with the job in order for Tiffany Alley Global to pay your invoice.

Email your job information to **production@tiffanyalley.com**

All other paperwork should be sent with your exhibits using the **FedEx label** sent with your **Tiffany Alley Global Job Worksheet**

Contact our office with any questions.



TRANSCRIPT ORDER FORM

Case:

Date Taken:

Witness:

Ordering Counsel's name,
address, phone - attach
business card if available

Delivery Options:

Regular (2 weeks)

Expedited?

Requested delivery date:

Exhibit Copies?

Video Copies?

Rough Draft?

Realtime Hookup?

I HEREBY ORDER THE SERVICES INDICATED AND ACCEPT RESPONSIBILITY
FOR PAYMENT.

Ordering Counsel Signature

Date