



FREEDOM
FREEDOMREPORTING.COM

Thank you for networking for FREEDOM!

Please REPLY to this email as confirmation of receipt of this job!

- Freedom will do **ALL** PRODUCTION, DISTRIBUTION & BILLING of this job – **NO EXCEPTIONS!** Please NO billing to our clients
- Send page image ascii and invoice to production@freedomreporting.com and please copy billing@freedomreporting.com and video@freedomreporting.com if the job was a VIDEO
- Email Signed Certificate Page
- Please include the start and end time in the transcript and on the billing sheet
- Transcript Order forms need to be signed and completed for all orders
- **If the job is a no write-up, please send a copy of the reporter's audio file for archiving**
- Freedom handles **Read & Sign** in-house. Please do not add errata sheets to your transcript as it is not a billable page. Please note on your turn-in paperwork if the job is Read & Sign
- All jobs are due in our office within **8 business days** and any **exhibits** should be shipped via **UPS 2ND Day AIR SAVER** (see separate shipping instruction sheet) unless a job is a rush and then Standard Overnight to:

Freedom Court Reporting
2031 Shady Crest Drive
Hoover, AL 35216
877-373-3660

If the job is a RUSH please ship STANDARD OVERNIGHT

Your invoice (with 10% discount) MUST accompany the job – failure to provide this will cause a delay in your payment! * *Failure to provide BILLING will result in a delay of payment for your*

services. If we do not receive the billing information with the job we will bill per our standard page rates in Alabama. This is the rate that will be used to compute your pay for services rendered.

- Payment of invoices will be paid upon receipt of payment from client.-