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  - Normal delivery is within **7 business days**
  - Email finals to [awr@scheduledepo.com](mailto:awr@scheduledepo.com)
    - Include AWR Job # and delivery due date
  - 25 Lines per page
  - Minimum of 50 characters per line
  - Place index at the end of transcript (example of AWR index below)
  - Appearances should begin on page 2
  - Title page should have line numbers
  - Do NOT attach an Errata Sheet; only indicate on worksheet if the deponent is going to read and sign
  - Include a parenthetical at the beginning or end of the transcript indicating if the witness waives/does not waive reading and signing
  - Reporter is responsible to find out about reading and signing for AWR cases
  - Please use AWR's footer – **AWR & ASSOCIATES**
  - Completed AWR Network Worksheets, one for each witness
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- If not originally scheduled as an expedite and any attorney requests expedited delivery, call AWR immediately to discuss rates and special instructions.
- Please type EXPEDITE in email subject line when sending expedited transcripts.

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(No Information Requested)

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