



# SERVICE ORDER FORM

Request No. \_\_\_\_\_

ORDERED BY: \_\_\_\_\_

REPRESENTING: PLT DEF

FIRM: \_\_\_\_\_

\*ATTACH BUSINESS CARD BELOW:

ADDRESS: \_\_\_\_\_

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

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

DATE OF PROCEEDING: \_\_\_\_\_

ATTACH FULL CAPTION AND SERVICE LIST

WITNESS: \_\_\_\_\_

## TRANSCRIPT ORDER

ORIGINAL COPY    CONDENSED    SEALED    YES    NO

DELIVERY:    REGULAR    EXPEDITED    NEXT DAY    2 Day    3 Day    4 Day    5 Day

DELIVERY DATE AFFECTS PRICE PER PAGE!!!

<u>E-MAIL:</u> Yes	No	<u>COPY EXHIBITS:</u> Yes	No	(IF YES)	<b>Scanned to CD</b> Yes	No
					<b>or PAPER COPY</b> Yes	No
					<b>BOTH</b> Yes	No

VIDEO: VHS    CD    DVD    (CD & DVD is MPEG 1 Format)

CREATE STANDING ORDER FOR THIS CASE?

ATTORNEY INITIALS: \_\_\_\_\_

ATTORNEY

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

### PURCHASE AGREEMENT AND CREDIT TERMS

TRANSCRIPT WILL NOT BE DELIVERED IF THIS AGREEMENT IS NOT SIGNED

EXECUTION OF THIS ORDER HEREBY STIPULATES THAT:

Transcripts requested for deliver sooner than Regular Deliver will be proportionately more expensive (please refer to current rate schedule) under no circumstances will Midwest Litigation Services, its employees or agents, further expedite delivery for another party, without express written consent of the client ordering the originals. Diskettes ordered without an original transcript or copy will be billed the cost of transcription as well as the cost of conversion, if any.

I HAVE ORDERED an original or copy (ies) of the transcribed proceedings as Identified by the details on the faces of this document supplied by myself, my firm Or its authorized agents, for deliver according to the schedule as indicated there in.

I, MY FIRM (IF ANY), AND MY CLIENT SHALL EACH BE JOINTLY AND SEPARATELY RESPONSIBLE FOR PAYMENT OF THE OBLIGATION HEREUNDER INCURRED, INCLUDING ANY REASONABLE ATTORNEYS FEE REQUIRED TO ENFORCE SAID OBLIGATION.

COURT REPORTER: PLEASE FAX BACK TO MIDWEST LITIGATION 314-644-1334