



# Court Reporter Services

## REPORTER'S COMPANY PROFILE:

Fax to 916.786.0727

Please complete the following as you would like it to appear on your invoices.

Your Name:	CSR No.:
* Company Name:	
* Company Address:	
* City, State, ZIP	
* Phone Number:	
* Fax Number	
* Tax ID Number	
Cell Number	
E-Mail Address	

\* to appear on invoices     I will send CRS an image of my logo for the invoices

## TRANSCRIPT PRINTING:

- Use the paper/covers I will provide for the first page of the transcript
- Print the first page on regular white paper
- Header: \_\_\_\_\_
- Footer: \_\_\_\_\_

## CONDENSED PRINTING:

- Always include a condensed transcript
- Only include when indicated on the Jobsheet
- Use the paper/covers I will provide for the cover of the condensed transcript
- Header: \_\_\_\_\_
- Footer: \_\_\_\_\_

**TRANSCRIPT BINDING:**

- Standard - A6 Black Covers (no additional cost)
- Velobind
- Plastic Comb Binding
- Color A6 Covers: Color \_\_\_\_\_
- Use binding covers I will provide
- See Jobsheet - binding method will vary with each job

Other Instructions: \_\_\_\_\_

**EXHIBIT BINDING:**

- Standard - Attach to back of transcript unless too voluminous
- If too voluminous to attach, top-hole punch and use Acco fasteners
- If too voluminous to attach, side-hole punch and use transcript covers
- Always top-hole punch and use Acco fasteners (don't bind with transcript)
- Always side-hole punch and use transcript covers (don't bind with transcript)
- Always Velobind
- Always use plastic spiral binding
- Use binding covers I will provide for exhibit booklets
- Use my stationary for the front page
- Use plain white paper for the front page
- Use exhibit number tabs
- Don't bind exhibits
- See the Exhibit Instruction Sheet - binding method will vary with each job

Other Instructions: \_\_\_\_\_

**E-MAILING INSTRUCTIONS:**

- Standard - E-mail an ASCII file to all parties ordering a transcript
- Standard - E-mail an E-Transcript to all parties ordering a transcript
- See the Jobsheet - e-mailing will vary with each job

Other Instructions: \_\_\_\_\_

**DISKETTE and CD INSTRUCTIONS:**

- Always include an ASCII diskette
- Always include a PDF diskette
- Always include an E-Transcript diskette
- Always include an ASCII on CD
- Always include a PDF on CD
- Always include an E-Transcript on CD
- Always include an E-Depo CD (ASCII, PDF, E-Transcript and scanned exhibits)
- See the Jobsheet - each job will vary
- Use the Disk and CD labels I will provide
- Make personal labels for me

Other Instructions: \_\_\_\_\_

**PRINT LETTERS:**

- There will be no letters to print
- Use the letterhead I will provide
- Print on white paper with my return information on the top

**SHIPPING:**

- Standard - Ground UPS and Next-Day Air for Expedites
- Always send Ground for local and Next-Day Air for out of town
- Always send Ground for local and Second-Day Air for out of town
- See the Jobsheet - instructions will vary for each job

**WITNESS REVIEW - HANDLING OF THE ORIGINAL TRANSCRIPT:**

- Seal the Original when it is stipulated to send it to one of the parties
- I will provide an after-30-day letter for sending out the Original
- Send out the Original without a cover letter

**INVOICING:**

- Add late fee of \_\_\_\_\_% if paid after \_\_\_\_\_ days.
- I have completed a rate sheet which will apply to all jobs unless notified otherwise
- See Jobsheet - rates will vary for each job



CONFIDENTIAL RATE SHEET FOR \_\_\_\_\_

Services Provided	CRS Fee	My Billing Rate	
Original and 1 Copy	.60		
Certified Copies	.40		
EXHIBITS: Straight copy	.15		
EXHIBITS: Hand-placement	.20		
EXHIBITS: Color copies	1.00		
EXHIBITS: Special Send-Out	Cost + 10%		
EXHIBITS: Binders with spine labels	12.00		
EXHIBITS: Numbered Tabs	.10		
Packaging and Shipping:	UPS + \$5		
Condensed Transcript	.00		
E-mail ASCII	.00		
E-mail E-Transcript®	.00		
ASCII Diskette or CD	5.00		
PDF Diskette or CD	5.00		
E-Transcript Diskette or CD	5.00		
E-Depo CD (Includes ASCII, PDF, E-Tran and Exhibits)	10.00 + .10 per exhibit page		
Same-Day Expedite	\$25 surcharge for Expedites received by CRS after 10:00 AM on shipping day; otherwise no extra charge		
1-Day Expedite			
2-Day Expedite			
3-Day Expedite			
4-Day Expedite			
5-Day Expedite			
6-Day Expedite	.00		
7-Day Expedite	.00		
8-Day Expedite	.00		
9-Day Expedite	.00		
10-Day Expedite	.00		
11-Day Expedite	.00		
12-Day Expedite	.00		
13-Day Expedite	.00		
Minimum Transcript Fee for O+1	20.00		
Minimum Transcript Fee for Copies	15.00		
O+1-Medical   \$	Copy-Medical   \$	O+1 - Expert   \$	Copy-Expert   \$
Rough Draft	\$	Real-Time Hookup	\$
LIST APPEARANCE FEES AND OTHER CHARGES HERE:			
	\$		\$
	\$		\$
	\$		\$
	\$		\$

NOTES: \_\_\_\_\_  
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