

Reporter  
Name: \_\_\_\_\_

Date of  
Proceedings: \_\_\_\_\_

Witness:  
\_\_\_\_\_

Attorney  
Name: \_\_\_\_\_

Firm:  
\_\_\_\_\_

Address:  
\_\_\_\_\_

Telephone:  
\_\_\_\_\_

Email  
Address: \_\_\_\_\_

Party  
Represented: \_\_\_\_\_

Case Name:  
\_\_\_\_\_

Claim or  
Client # \_\_\_\_\_

[Attach Business Card Here](#)

**Electronic Files:**

- Standard Package includes full-size PDF, condensed PDF,  
E-transcript PTX and ASCII  
 Rough Draft  Realtime Feed

**Hard Copies:**

- Original  Copy  Full-size  Condensed  
 R&S Sealed:  Yes  No

**Exhibits:**

- Hard Copy  Email  Other

**Linked Formats**

- LEF (LiveNote Evidence Format, legacy format)  PDF  
 PTZ (LiveNote or Case Notebook)  SBF (Summation Briefcase)  
 XMEF (TextMap Exhibit Linker)

**Delivery (Business Days):**

*Delivery within 7 business days or less will incur higher page rates.*

- Same Day  1  2  3 - 4  5 - 7  8 - 10

- I would like to make this my standing order.

Bill 3rd Party  Split Invoice with: \_\_\_\_\_

Remit Invoice to: \_\_\_\_\_

Attorney  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PURCHASE AGREEMENT AND CREDIT TERMS**

**EXECUTION OF THIS ORDER HEREBY STIPULATES THAT:** I agree that my firm and I will be responsible for the timely payment of the deliverables requested above from Alaris Litigation Services ("ALS"). I acknowledge that payment is due within 30 days of receipt of invoice or else a late fee may apply. Requests for delivery within 7 business days or less will incur a higher page rate, depending on due date. I agree that if I have no prior credit arrangements made with ALS, the items ordered may be delivered on a COD basis, and I agree to pay for said order upon delivery.

**COURT REPORTER: PLEASE ATTACH AND SEND IN WITH JOB SHEET TO ALARIS LITIGATION**