



**DONOVAN REPORTING & VIDEO CONFERENCING  
TRANSCRIPT ORDER FORM**

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Date of Deposition:	CR	Witness:
Attorney:	Firm:	
Caption of Case:		

*I am ordering a transcript as follows: (Check all that apply. If not specified, transcripts will be placed on our repository.)*

<p><b>TRANSCRIPT DELIVERY</b></p> <input type="checkbox"/> Regular turnaround (10 business days) <input type="checkbox"/> Expedited delivery / Date due _____ Time due _____ <input type="checkbox"/> Deliver original with expedited copy <input type="checkbox"/> Hold original for signature	<p><b>EXHIBITS</b></p> <input type="checkbox"/> Attach Exhibits <input type="checkbox"/> Do not attach Exhibits <input type="checkbox"/> Black & white only
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**Expedited fees** will be charged an additional surcharge as follows:

8 to 9 business days – 20%	5 business days – 40%	2 business days – 85%
7 business days – 25%	4 business days – 55%	1 business day – 100% Friday to Monday – 125%
6 business days – 30%	3 business days – 70%	Less than 24 hours – 200%

**TRANSCRIPT ORDER** *Unless otherwise specified on this order, transcripts will be placed on our repository. Please check all that apply. Unless specified, hard copies will be printed front and back with exhibits attached. All originals will be printed full-sized and sealed with exhibits attached as provided by statute.*

Download only (Our most economical option)  
 Full-sized hard copy     1-sided     2-sided  
 Condensed hard copy     1-sided     2-sided  
 **Deposition Summary (NEW! Ask your reporter to view a sample.)**  
 Standard CD  
 Hyperlinked CD (Exhibits linked to transcript text)     West Livenote     Summation  
 Rough draft ASCII (Final transcript must also be ordered)  
 Mobile Transcript User name: (usually email address) \_\_\_\_\_

**VIDEO ORDER**

Standard video (Video will be provided in DVD & MPEG-1 format.)  
 Synchronized Video / Transcript / Hyperlinked Exhibits (West RealLegal Bundle exports to Power Point, Sanction, Summation, and most other litigation software. DepoView also available upon request.)

*I hereby order and agree to pay for the services of Donovan Reporting as outlined above. I agree that both my firm and I individually and jointly will provide payment of all products and services requested above. I agree that if I and/or my firm are not residents of Cobb County and/or have no prior credit arrangements with Donovan Reporting, the order stated above may require payment in advance. Further, if collection occurs through court action, I agree to attorney fees of fifteen percent and further agree to submit myself and my firm to the jurisdiction of the State Court of Cobb County, Georgia.*

\_\_\_\_\_  
**Signature** **Date**  
**Email** (required for repository) \_\_\_\_\_

I do not require a transcript at this time. (Please provide your email so we may keep you informed of the status of the transcript.)

**Disclosure Statement.** Pursuant to Article 8.B. of the Rules and Regulations of the Board of Court Reporting, I make the following disclosure: I am a Georgia Certified Reporter. I am here as an employee of Donovan Reporting PC. DRPC was contacted by the taking attorney to provide court reporting services for this deposition. DRPC will not be taking this deposition under any contract that is prohibited by OCGA 15-14-37 (a) and (b). DRPC has no contract to provide reporting services with any party to the case, any counsel in the case, or any reporter or reporting agency from whom a referral might have been made to cover this deposition. DRPC will charge its usual and customary rates to all parties in this case, and a financial discount will not be given to any party to this litigation except in those instances where discounts may be extended on a case-by-case basis and made known and offered to all parties.