



Request for transcript – Parties

Please complete this form using BLOCK letters and a blue or black pen.

Lodgment of this form		General enquiries	
Email	clientservices@auscript.com.au	Contact Auscript	1800 287 274 (1800 AUSCRIPT)
Fax	1300 739 037		

Estimate only? *If you require an estimate, please complete and return page one (1) only.*

Details of the proceedings	
Title of proceedings	
Judge/Registrar presiding	
Matter number	
Location (State, courtroom)	
Date/s of hearing required <i>Please note that if there is a break between hearing dates, you will need to re-order.</i>	
Specific instructions	

Delivery requirements			
Delivery <i>If more than one delivery address, copy costs will apply.</i>	<input type="checkbox"/> Email (softcopy)	<input type="checkbox"/> Post (printed)	<input type="checkbox"/> Collect (printed)
Email address/es <i>(if emailed)</i>			
If via email, which format?	<input type="checkbox"/> PDF & MS Word	<input type="checkbox"/> Transcript Analyser	
Postal address <i>(if posted)</i>			Postcode:
Turnaround	<input type="checkbox"/> Progressive Same Day	<input type="checkbox"/> Same Day	<input type="checkbox"/> 1.5 Day <input type="checkbox"/> 3 Day
<p>Turnaround (in working days) describes when a transcript will be received by the ordering party.</p> <ul style="list-style-type: none"> - For matters already heard, this is calculated from the time the order and payment/account details are received. - For matters yet to be heard, this is calculated from the time the relevant proceedings begin. <p>'Progressive Same Day' turnaround provides parties with a draft transcript of the morning session after the lunch break, and a finalised document of the whole day by 6pm on the day of the hearing. Only available on the day of the hearing.</p> <p>'Same Day' turnaround provides parties with a finalised transcript by 6pm on the day of the hearing (subject to sittings finishing no later than 4:15pm).</p> <p>All 'Same Day' transcript orders (including 'Progressive') must be received by 10am local time at the location in which the proceedings are taking place, on the day of the proceedings, in order to be produced within the required turnaround period.</p> <p>Orders placed in advance are welcomed.</p>			

Details of the person making the request	
Full name	
Organisation	
Phone <i>(incl. area code)</i> / Mobile	
Email address <i>If same as address above, write 'As above'</i>	
Postal address <i>Mandatory – for invoicing purposes</i>	Postcode:

